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May 9, 2014

TO: Principal Investigators of Active BoRSF Projects  
Institutional Fiscal Agents  
Directors, Offices of Research/Sponsored Programs

FROM: Ms. Carrie Robison   
Associate Commissioner for Sponsored Programs Administration

RE: Deadline for Annual and Final Project and Expenditure Reports  
Instructions for Submittal of Reports Through LOGAN

The purpose of this memorandum is to remind you of the deadline dates for Board of Regents Support Fund (BoRSF) reports due and to transmit instructions for electronic reporting. We ask that the institution's Office of Research and Sponsored Programs please distribute this information to all affected PIs. Attached you will find two lists. The first is a list of final project reports due June 30, 2014. The second is a list of annual project reports **and** annual expenditures reports due June 30, 2014. Please refer to the instructions for accessing LOGAN below and read the instructions on the BoRSF PI Log In page to ensure success in completing and transmitting reports electronically.

If you have any doubt regarding the required format for submitting the various types of BoRSF reports, a link to formatting guidelines is found at the bottom of the PI Log In page. If the correct format is not used, the report must be revised and resubmitted, and the payment (if applicable) could be delayed.

All Annual and Final Reports and Expenditures Reports must be completed electronically via LOGAN (except the Awards to Louisiana Artists and Scholars (ATLAS) reports, which should be mailed to Ms. Carrie Robison). Reporting formats for ATLAS are available on the Sponsored Programs website <https://web.laregents.org/downloads/rfps-policies-forms/>.

**INSTRUCTIONS FOR PRINCIPAL INVESTIGATORS OF BORSF CONTRACTS TO COMPLETE AND SUBMIT REQUIRED REPORTS**

1. The PI accesses the online reporting system for submitting progress reports via the link <https://web.laregents.org/>. Click on **LOGAN** from the main menu at the top of the page. This brings you to the LOGAN Log In page.

2. Read the instructions for the required report type, entitled “Guidelines for Completing Annual/Interim and Final Reports.” The guidelines must be followed for the report to be considered satisfactory and for any payment, if applicable, to be made.
3. If the PI has not registered on LOGAN previously, select [Need an account? Create one](#) and follow on screen instructions. LOGAN will create a password for each PI to use. If you are already registered on LOGAN, enter your institution, e-mail address, and LOGAN assigned password. Next, locate **Prepare Reports** in the list of options, then click **GO**. Select the type of report to be submitted (Annual/Interim or Final).
4. A list of all the active contracts associated with the PI appears on the next screen. The PI clicks on the **Continue** button next to the contract number for which he/she is submitting or updating a report. Complete all forms according to the format contained in the Guidelines. The narrative section must be converted to a PDF file before transmittal. Contact your Office of Research/Sponsored Programs if you need help.
5. When the report is completed, click **Submit**. The PI will receive a reply confirming that the report has been transmitted successfully. **This process transmits the report to your institution’s Office of Research/Sponsored Programs.** They in turn submit the report to the BoR Sponsored Programs staff for final approval. If the report is not acceptable (e.g., the report is incomplete or the correct format was not followed), BoR staff will contact the institution’s Office of Research/Sponsored Programs and/or the PI during the summer. The report will then have to be revised and resubmitted.
6. Hard copies of reports (except ATLAS) should not be submitted.

## **EXPENDITURES REPORTS**

1. The institutional fiscal agent must complete expenditures reports. Contracts that require Annual or Interim reports on June 30, 2014 also require Expenditures Reports at that time. Contracts that require Final Reports on June 30, 2014 require Final Expenditures Reports on September 30, 2014.
2. Please remember that payments cannot be made to your institution until a satisfactory report is received in our office and approved by staff. Thank you for your prompt submission of these contractually required reports.

**If you have any questions about deadlines or the submittal of reports, please contact Ms. Christine C. Norton at 225-342-4253 or [christine.coulon@la.gov](mailto:christine.coulon@la.gov).**

**If you have any questions or need technical assistance with LOGAN, please contact our LOGAN support staff via email at [support@laregents.org](mailto:support@laregents.org). We will try to answer requests in one business day or less.**