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May 18, 2020

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

FROM: Ms. Carrie Robison  
Deputy Commissioner for Research and Sponsored Initiatives

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 the 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 coordinate responses with all affected PIs. Please refer to the instructions for accessing LOGAN below and read the instructions on the BoRSF PI Login page to ensure success in completing and transmitting reports electronically.

All Annual and Final Project and Expenditures Reports must be completed electronically via LOGAN, with the exception of Graduate Fellows Project Reports, which should be emailed to [support@laregents.org](mailto:support@laregents.org).

If you need information 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 Login page. If the correct format is not used, the report must be revised and resubmitted, and the payment (if applicable) could be delayed.

Lists of contracts with reports due can be accessed using the Institutional Login and selecting **BoRSF Project Reports**, then the **List of Due/Delinquent Project Reports** or **BoRSF Expenditure Reports**, then the **List of Due Reports**.

**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 (LOGAN) 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 Login 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.
3. If the PI has not registered on LOGAN previously, click on **Need an account? Create one** and follow on-screen instructions to register. Once registered, the system will email a password to the provided address. If you are already registered on LOGAN, login by selecting your employing institution, e-mail address, and system assigned password. Next, locate **Access BoRSF Project Report Module**.
4. A list of all the active contracts associated with the PI appears on the next screen. The PI clicks on the **“Project Reports”** 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. Contact your Office of Research/Sponsored Programs if you need help.
5. When the report is completed, click **Submit**. The PI will get a reply that the report has been transmitted successfully. **This process transmits the report to your institution’s Office of Research/Sponsored Programs.** They in turn review and 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. The next payment, if applicable, is not made until the report has been approved.
6. Hard copies of reports should not be submitted.

## **EXPENDITURES REPORTS**

The institutional fiscal agent must complete expenditures reports. Contracts that require Annual reports on June 30, 2020 also require Expenditures Reports at that time. Contracts that require Final Reports on June 30, 2020 require Final Expenditures Reports on September 30, 2020.

Please remember that payments cannot be made to your institution until a satisfactory project 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, 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.**