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June 9, 2022

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

FROM: Ms. Carrie Robison 
Deputy Commissioner for Sponsored Programs

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 coordinate responses with all affected PIs. Please refer to the instructions for accessing LOGAN below as well as those 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 and BoR/SREB Project Reports, which should be emailed to rsi@laregents.edu.

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 via the institutional LOGAN account by selecting **BoRSF Project Reports**, then **List of Due/Delinquent Project Reports** or **BoRSF Expenditure Reports**, then **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 the PI 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 the PI is already registered on LOGAN, login by selecting the employing institution, then entering the 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 will click 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. The PI should contact the campus Office of Research/Sponsored Programs if assistance is needed.

5. When the report is completed, click **Submit**. The PI will receive an email confirming that the report has been transmitted successfully. **This process transmits the report via the institutional LOGAN account to the Office of Research/Sponsored Programs**, which in turn reviews and submits 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 is not followed), BoR staff will notify the institution’s Office of Research/Sponsored Programs and/or the PI during the summer that the report must be revised and resubmitted. The next payment, if applicable, cannot be provided until the project report has been approved.

6. Hard or emailed copies of reports may not be submitted and will not be accepted.

EXPENDITURES REPORTS

The institutional fiscal agent must complete expenditures reports. Contracts that require Annual Reports on June 30, 2022 also require Expenditures Reports at that time. Contracts that require Final Reports on June 30, 2022 require Final Expenditures Reports on September 30, 2022.

Please remember that payments cannot be made to the contractor institution until a satisfactory project report is received and approved by Board of Regents staff. We appreciate your prompt submission of these contractually required reports.

If you have any questions, please contact our LOGAN support staff via email at rsi@laregents.edu. We will try to answer requests in one business day or less.