



CATEGORICAL ASSISTANCE PROGRESS REPORTING GUIDELINES FOR BUREAU OF JUSTICE STATISTICS (BJS) DATA COLLECTION AWARDS

All BJS awardees are required to report on the progress of grant activities as a condition of funding. These guidelines describe BJS’s progress reporting requirements for BJS data collection awards and provide the preferred reporting template.¹

Progress Reporting Schedule. Most BJS awards require semiannual reporting and follow a prescribed submission schedule as follows -

| Semiannual Reporting Schedule | |
|---|------------------------------|
| Reporting period: | Due no later than:** |
| January 1–June 30 | July 30 |
| July 1–December 31 | January 30 |
| Final Report* | 90 days after award end date |
| *Final progress reports must be approved by the BJS Program Manager before the grant closeout package can be submitted (due no later than 90 days after the grant end date). <u>Awardees should submit final progress reports via GMS no later than two weeks before the due date to allow sufficient time for review and follow up.</u> | |
| **Delinquent reports will result in a hold on grant funds due to noncompliance with reporting requirements. | |

Progress Reports must be submitted via the Grants Management System (GMS). Awardees should contact the GMS Helpdesk at 1–888–549–9901 (choose option 3) or GMS.HelpDesk@usdoj.gov for technical assistance with GMS, including help with progress report submissions.

Progress Reporting Categories. Awardees should report on activities conducted, accomplishments achieved, and challenges encountered during the reporting period for the following reporting categories-

- I. Accomplishments
- II. Products
- III. Impact
- IV. Changes/Problems
- V. Additional Reporting Categories
- VI. Special Reporting Requirements

Progress Reporting Instructions. BJS recommends that awardees organize progress reports to address each reporting category separately by major project, and to clearly label each section for ease of review. If there is nothing significant to report in a category, an awardee may note “Nothing to Report” and describe when activity is anticipated. Additional information may be provided as appropriate.

¹ It is the awardee’s responsibility to understand and comply with all BJS reporting requirements as specified in the program solicitation and in the special conditions assigned to the award.

The following sections provide examples of what information should be reported under each reporting category -

I. **Accomplishments.** To enable BJS to assess whether satisfactory progress has been made during the reporting period, the report should provide information on what was accomplished and learned. Awardees should address the following points, as applicable:

- **What are the major goals of the project?** List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion. Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the original agency approved application or plan.
- **What was accomplished under these goals?** For the reporting period, describe:
 - Major activities
 - Specific objectives
 - Significant results, including major findings, developments, or conclusions (both positive and negative)
 - Key outcomes or other achievements

This section should also include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

- **What do you plan to do during the next reporting period to accomplish the goals?**
Describe briefly work planned during the next reporting period to accomplish award goals.

II. **Products.** To enable BJS to evaluate the quality of grant products produced and the efficacy with which the results are being disseminated to potential users, awardees should provide, as applicable, information on and/or copies of or URL links to draft or final products, including -

- **Publications, including conference papers and presentations.** Report only the publications resulting from the work under this award. There is no restriction on the number. However, BJS is most interested in publications that most reflect the work under this award in the following categories, including -
 - **Journal publications.** List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like
 - **Other publications, conference papers, and presentations.** Identify any other publications, conference papers, and/or presentations not reported above. Specify the status of the publication as noted above.

- **Website(s) or other Internet site(s).** List the URL for any Internet site(s) that disseminates the results of the grant activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.
- **Technologies or techniques.** Identify technologies or techniques that have resulted from the grant-funded activities. Describe the technologies or techniques and how they are being shared.
- **Other products.** Identify any other significant products that were developed under the project. Describe the project and how it is being shared. List the URL for any Internet site(s) that disseminates any of the products. Examples of other products are -
 - Data collections
 - Databases/Datasets
 - Publications or presentations
 - Audio or video products
 - Models
 - Educational aids or curricula.

III. Impact. To enable BJS to assess how grant-activities are contributing to an increased body of knowledge, awardees should describe, as applicable -

- The impact the project has had, or is likely to have, on the field of criminal justice and the use of data to inform programmatic and policy decisions.
- How the findings, results, or techniques that were developed or improved will impact future work, for example, by generating more reliable estimates.

IV. Changes/Problems. In this section, awardees should describe, as applicable -

- **Changes in approach and reasons for change.** Describe any changes in approach during the reporting period and reasons for these changes.
- **Actual or anticipated problems or delays and actions or plans to resolve them.** Describe problems or delays encountered during the reporting period and actions or plans to resolve them.
- **Changes that have a significant impact on expenditures.** Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.
- **Significant changes in use or care of human subjects.** Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of human subject during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also, specify the applicable

Institutional Review Board approval dates. Refer to Section V. if IRB approval has not yet been issued.

Awardees are reminded that requests to significantly alter the scope of work or project deliverables must be submitted via a Grant Adjustment Notice (GAN) in GMS, and that BJS approval must be documented before any changes are made to the approved work plan and/or budget. Awardees should consult their BJS Program Manager for specific guidance on how to submit these requests.

V. Additional Reporting Categories. In this section, awardees should provide information, as applicable, on -

- **IRB review.** Report on the status of IRB review or submit to BJS documentation of the IRB's determination. Awardees are reminded that grant activities for projects involving human subjects may not begin until IRB approval or exemption is issued, submitted to, and reviewed by BJS. If a determination has not yet been issued, report on the anticipated review timeline.
- **Privacy Certification requirements.** Provide an updated staffing list of individuals with access to identifiable information collected or handled in conjunction with the BJS-funded activities.
- **Participants and other collaborating organizations.** *Only report* changes in key personnel or their level(s) of effort devoted to the project.
- **Budgetary information.** *Only provide* a description of expenditures (items/services purchased, etc.) made, the current unexpended fund balance remaining in the award, and any budget modification GANs submitted during the latest semi-annual reporting period.
- **Unexpended fund balance, if applicable.** In final progress reports, provide a justification for remaining grant funds and explain what resulted in the unexpended fund balance.

VI. Special Reporting Requirements. Awardees should respond to any special reporting requirements specified in the award terms and conditions, as well as any award-specific reporting requirements. Awardees should refer to the solicitation and/or consult with their BJS Program Manager for specific guidance on these requirements.