

## Instructions for Annual Grant Reports

### All reports due by October 1, 2021

If your grant has been active for at least 12 months as of August 31, 2021 under the terms of the original grant agreement, a financial report, a personnel report, and a narrative progress report are required. For grants which have been active during 2020-2021 under a time extension, only the financial and personnel reports are required; the narrative report is optional for time extended years.

These required reports for the period ending 8/31/2021 are to be submitted through the new web portal. Citations of published articles should also be submitted through the portal.

Financial Report: The financial report form is available in the portal. Navigate to the appropriate Requirement due 10/01/2021.

Personnel Report: The personnel report form is available in the portal. Navigate to the appropriate Requirement due 10/01/2021.

Narrative Progress Report: Submit the narrative progress report as a PDF through the portal. Navigate to the appropriate Requirement due 10/01/2021 to upload the PDF. Please note that this progress report will be published **as submitted** in the ACS PRF Annual Report. Therefore, it is important to check the formatting to be sure that your report displays properly, especially any images and/or figures. The narrative report should discuss the impact of the research including the impact on your career and on the students who participated in the project. There is a **2-page limit** including text and images. Page 1 of the report must include the following at the top of the page in this order:

1. PRF#
2. Project Title
3. P.I. Name, Affiliation
4. Co-PI (if any), Affiliation

Publications: All articles, papers, and publications reporting on PRF-supported research must acknowledge ACS PRF in the following manner: "Acknowledgment is made to the donors of the American Chemical Society Petroleum Research Fund for support (or partial support) of this research." Citations of **published** articles only should be submitted through the grantee portal on the Requirements tab. *Do not submit citations for articles that are "in press", "in revision", "accepted", etc. Wait until the article or chapter is published to submit the citation, even if it is the following year.* Note that the requirement to report published articles remains in effect after the grant is closed.