Partnerships for Enhanced Engagement in Research (PEER) Science:

Annual Financial Report Form

**Principal Investigator:**

**Project Title:**

**Reporting Period\*: (MM/DD/YYYY - MM/DD/YYYY)**

\**Reporting period refers to the entire duration of the project from project start date until project end date*)

|  |  |  |
| --- | --- | --- |
| **Expense**  **Category** | **Total in**  **Approved Budget for Entire Project** | **Total Spent on**  **Entire Project** |
| Travel |  |  |
| Equipment and supplies |  |  |
| Other direct costs (computer services, publications, workshops and conferences, etc.) |  |  |
| Salaries and stipends (including fringe benefits) |  |  |
| Indirect costs |  |  |
|  |  |  |
| Totals |  | \*\* |

**In addition to completing the budget table, please complete sections 1- 4 below covering the entire reporting period, even if you provided some of the data in previous reports.**

1. Overall: Please explain any differences between actual amounts spent compared with amounts in your total approved project budget, and specify the balance of any remaining PEER funds.

*\*\*Note:, all unspent PEER funds will need to be wired back to NAS. Please contact your NAS grant manager for instructions.*

1. **Equipment**: Please list below pieces of equipment purchased during the reporting period that cost $5000 or more (each), and attach corresponding receipts. It is not necessary to itemize equipment or consumable supplies that cost under $5000 (each).

|  |  |  |
| --- | --- | --- |
| Equipment | Cost (list only pieces that cost $5000 or more) | Receipts attached (Y/N) |
|  |  |  |
|  |  |  |
|  |  |  |

1. **International Travel:** Please list the travelers’ names, dates, destinations, and purposes of any trips charged to the grant during the reporting period, and attach receipts for any international air tickets charged to the grant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Travel dates | Destination | Purpose | Itinerary and receipt attached (Y/N) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Salary**: Please list names of individuals who drew a salary or stipend from the grant, listing their job title, role on the project, and the total amount charged in the course of the project (reporting period).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job title | Role on the project | Salary total (in USD) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* As a reminder, your institution should retain documentation on all PEER expenses for audit purposes for at least 3 years following completion of the project.