Ensuring Accuracy and Compliance with Reporting Requirements

This document outlines the standard process for ensuring accuracy and compliance with reporting requirements. In orange font, control measures have been introduced to provide validation and verification steps that engage multiple stakeholders across the process, to introduce additional layers of oversight and management across a fundamentally human-led process.

Participants	Systems
TGC: Training Grant Coordinator	Applicable funding agency reporting portal (s)
TGT: Training Grant Trainees	
PI/Co-PI(s): Principal Investigator and co-Principal Investigator(s)	

PIs and co-PIs can foster a collaborative environment that enhances the effectiveness and efficiency of the reporting process, ultimately ensuring that all required reporting is completed successfully.

1. **Collaborative Reporting Plan**: PIs and Co-PIs, with support and in communication with the TGC, should develop a detailed reporting plan outlining the responsibilities of each PI and co-PI. The PI, Co-PIs, and TGC should regularly review and update the reporting plan to reflect changes in responsibilities or reporting requirements.

2. **Communication Protocols**: PIs and Co-PIs, with support and in communication with the TGC, should establish clear communication protocols for reporting updates, challenges, and progress.

    Control Point: The TGC should schedule regular check-in meetings (preferably monthly) for the PI, Co-PIs, and TGC, specifically focused on reporting, ensuring that PIs and co-PIs are informed and aligned.

3. **Designated Reporting Coordinator**: The PI and Co-PIs should appoint a reporting lead, who serves as the central point of contact for all reporting-related matters.

    Control Point: At the regular check-in meetings, the appointed reporting lead should ensure that the reporting coordinator disseminates relevant information to PIs and co-PIs in a timely manner and consolidates their inputs.

4. **Collaborative Editing and Review**: The PI and Co-PI must collaboratively review and edit reports.

    Control Point: The PI and Co-PIs, in collaboration with the TGC, should implement a review process where both PIs and co-PIs provide input, ensuring diverse perspectives and thorough scrutiny.

5. **Pre-submission Review Meetings**: Prior to submission of all reports, the PI and Co-PIs must review and approve the contents of the report. The TGC should schedule and conduct pre-submission review meetings with all PIs and co-PIs present, to review and discuss the contents

of the report. These meetings should be used to collectively review and finalize reports, addressing any outstanding issues before submission.

6. **Established Escalation Protocol:** The PI and Co-PI should establish a clear protocol for resolving disagreements or discrepancies during the reporting process, and document and communicate this protocol with the TGC. This process may include involving senior administrators (Research Associate Deans, Deans, Vice President for Research), as necessary, to ensure that issues between the PI and Co-PI related to reporting are resolved in a timely manner.