

**Categorical Assistance Performance Reporting Guidelines**

**for Bureau of Justice Statistics (BJS)**

**Statistical Collections and Programs Awards**

All BJS award recipients are required to report on the progress of grant activities as a condition of funding. These guidelines describe performance reporting requirements for BJS data collection awards and provide the preferred reporting template. Award recipients must submit performance reports through the Office of Justice Programs’ (OJP) Justice Grants System (JustGrants). The JustGrants performance report module includes additional reporting instructions and questions.[[1]](#footnote-1)

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

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| **Semiannual Reporting Schedule** | |
| **Reporting period:** | **Due no later than:\*\*** |
| January 1–June 30  July 1–December 31  Final Report\* | July 30  January 30  90 days after award end date |
| \*Final performance 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). Award recipients should submit final performance reports via the JustGrants **no later than two weeks before the due date** to allow sufficient time for review and follow up.  \*\*Delinquent reports will result in a hold on grant funds due to noncompliance with reporting requirements. | |

Performance Reports must be submitted via JustGrants. Award recipients should contact the JustGrants Helpdesk at 1–888–549–9901 (choose option 3) or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) for technical assistance with JustGrants, including help with progress report submissions. More resources are available at <https://justicegrants.usdoj.gov/user-support#kyr8hn>.

**Performance Reporting Categories.** Award recipients should report on activities conducted, accomplishments achieved, and challenges encountered during the reporting period for the following reporting categories-

1. Accomplishments
2. Products/Deliverables
3. Changes/Problems
4. Performance Measures
5. Budget Information
6. IRB and Privacy Certification
7. Special Reporting Requirements

**Performance Reporting Instructions.** BJS recommends that award recipients organize performance reports to address each reporting category separately by major project, and 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 plans and timelines to initiate project tasks. Additional information may be provided as appropriate.

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

1. **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. 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. Award recipients should address the following points, as applicable:

* **What are the major goals of each project?**
  + List the major goals of each project, by project title and focus area highlighted in the solicitation, and report on major activities and accomplishments achieved during the current reporting period (or cumulative progress for final progress reports).
* **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
* **Is the project on schedule according to the approved timeline?** 
  + Provide the completion dates or the percentage of completion for each major project activity or goal.
  + For activities/goals that are not on target, provide a corrective action plan to resolve implementation problems, and state the effect these problems had on achieving the project’s goals.
  + Provide an updated project timeline.
* **What work is planned for the next reporting period?**
  + Briefly describe plans and expected progress towards goals for the upcoming reporting period.

1. **Products/Deliverables.** To enable BJS to evaluate the quality of grant products produced and the efficacy with which the results are being disseminated to potential users, award recipients 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.

1. **Changes/Problems.** To advise BJS of implementation delays or potential changes to the approved deliverables,[[2]](#footnote-2) or to enable BJS to identify needed technical assistance, in this section award recipients should address, 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.

1. **Performance Measures**. To enable BJS to assess the impact and evaluate how the grant-funded projects are contributing to program goals, award recipients should—

* **Report, in quantifiable terms to the extent practical, individual performance measures detailed in the funding opportunity announcement or application.** 
  + Measures should be reported for activities completed during the award period for semi—annual performance reports
  + Cumulative totals should be reported for final performance reports.
* Describe 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.
* Describe how the findings, results, or techniques that were developed or improved will impact future work, for example, by generating more reliable estimates.

1. **Budget Information.** To enable BJS to assess the rate of expenditures relative to the reported programmatic progress, award recipients should provide information, as applicable, on:
   1. **How much funding was obligated or expended during the reporting period?** Provide a brief explanation of the funds expended during the reporting period and a description of expenditures made (items/services purchased, etc.).
   2. **What is the current unexpended fund balance, if applicable?** Award recipients should address:
      1. What is the current unexpended fund balance?
      2. Do you anticipate that funds will be fully obligated or expended by the project period end date? If not, provide an explanation.
      3. In final performance reports, provide a justification for remaining grant funds and explain what resulted in the unexpended fund balance.
2. **IRB and Privacy Certification.** In this section, award recipients should provide information, as applicable, on -

* **IRB review.** Report on the status of IRB review.
  + If an IRB determination has not yet been issued, report on the anticipated review timeline
  + Grant-funded activities involving human subjects **may not begin** until an award recipient submits a decision of IRB approval or exemption to BJS.
* **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.

1. **Special Reporting Requirements.** Award recipients should refer to the solicitation and/or consult with their BJS Program Manager for specific guidance on other special reporting requirements.

1. It is the award recipient’s responsibility to understand and comply with all BJS reporting requirements as specified in the program solicitation, in the special conditions assigned to the award, and in the JustGrants question set. [↑](#footnote-ref-1)
2. Award recipients must submit a Grant Awardt Modification (GAM) through JustGrants to request any significant modifications to the approved project scope. BJS approval must be documented in JustGrants before any such changes are made to the approved work plan or budget. [↑](#footnote-ref-2)