

Hello, I'm Patricia Haizlip. I work on the finance and grants team for the ACS Office of Research Grants. It is our responsibility to administer all of the research grant programs awarded by ACS, one of which is the ACS Petroleum Research Fund.

The terms and conditions for all ACS PRF research grants require the submission of annual financial, technical, and personnel reports. Together, these reports enable us to monitor the progress of the funded research. In this video, I will explain the importance of each of these reports.

The ACS PRF grant year ends on August 31<sup>st</sup>, and annual reports are due each year on October 1<sup>st</sup>. Annual reporting instructions are sent to principal investigators by email ahead of time, usually in August. It is the responsibility of the finance office of a grantee institution to submit the financial report, which will be reviewed by our office for compliance with the grant budget and ACS PRF policies.

The budget that was submitted with a proposal becomes the grant budget in the event the proposal is funded. Thus, we are obligated to ensure that grant funds are spent accordingly. We do recognize that circumstances can change, so have some flexibility for budget revisions that are in keeping with the mission of the ACS PRF to support "advanced scientific education and fundamental research in the petroleum field." Since the support of students is a high priority, reductions in student support generally will not be approved. However, increases in student support will gladly be authorized. Other changes will be considered with justification. The key is for principal investigators to contact us ahead of time in order to work out a solution for unexpected budget issues that affect the PRF-funded project. That way we won't run into a situation where we must disallow charges after the fact.

We are required by our founding documents to issue reports on ACS PRF-sponsored research to the public at least once per year. We publish these progress reports of principal investigators in the *Annual Report on Research under Sponsorship of the American Chemical Society Petroleum Research Fund*, which is on its 58<sup>th</sup> edition. It is very important for investigators to submit their progress reports on time in order for us to monitor progress of the research as well as fulfill the legal requirement.

The third report required annually of all principal investigators is the personnel report. This report provides valuable data on the students supported with PRF funds. For example, during the 2012-2013 grant year, 445 graduate students, 353 undergraduates, and 113 Postdoctoral Fellows received direct support from over 450 active PRF grants. Additionally, more than 500 students worked on the PRF projects while receiving financial support from other sources.

We are proud to support, both directly and indirectly, the education of so many motivated students and next-generation scientists and engineers! Thank you for watching.