

ANNEX G
SAR NIF PROGRESS AND BUDGET REPORT FORM
INSTRUCTIONS

The SAR NIF Progress and Budget report forms are required to be submitted by SAR NIF recipients based upon the dates identified in Annex A of the SAR NIF Contribution Agreement. For those SAR NIF projects being managed by an MDA, SAR NIF Progress and Budget reports are due to the NSS on a quarterly basis.

The following document provides detailed instructions on completing the SAR NIF Progress and Budget report. Please consult this document regularly to ensure that you are providing the NSS with all of the necessary information regarding the progress of your SAR NIF funded project.

SAR NIF Progress Report Form

Project Title:

Enter title of project as identified in the approved proposal.

SN Number:

Enter the SN Number provided to you by the NSS for this initiative.

Reporting Period:

Enter the dates covered in this report.

Activities:

Enter the main activities undertaken during this reporting period. The activities should be reflective of those found in the SAR NIF project detail. Recipients should report clearly on what was accomplished during these activities.

Outcome:

Enter the results of the activities and how the results of these activities contribute to the overall project. Recipients should clearly articulate how the results of the activities further the overall objective of the project.

Overall Cost:

Recipients should provide the NSS with a running total of the project cost to date with a detailed breakdown of the SAR NIF contribution and other sources of funding.

Future Steps:

The recipient should clearly identify the future objectives, highlighting any project management adjustments to the timeline of the initiative (if necessary).

**ANNEX G
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SAR NIF Budget Report Form

SAR NIF recipients must report the financial expenditures incurred during the course of the reporting period to the NSS. The budget report form must be reflective of the original proposed budget submission (i.e. use of same line item headings).

Project Title:

Enter title of project as identified in the approved proposal.

Applicant Name:

Name of the applicant found on the SAR NIF application form.

SN Number:

Enter the SN Number provided to you by the NSS for this initiative.

Reporting Period:

Enter the dates covered in this report.

Entering in Sections:

Recipients should clearly identify which budget item proposed in the SAR NIF application incurred expenditures over the time period. Applicants must provide the actual cost (amount identified in invoices, receipts, etc).

Recipients are to identify the cost sharing split between the NSS and other sources of funding (in-kind and/or cash). The amounts attributed to the NSS should reflect the amount provided by the NSS (in the case of advance payments) and/or amounts to be reimbursed by the NSS to the recipient.

Supporting Documents:

SAR NIF recipients must keep detailed financial information regarding expenditures for a SAR NIF project. This is important in the case of an audit by the NSS. Not all supporting documents are required to be submitted to the NSS, however, they should be kept on file to ensure accountability for public funds.

SAR NIF applicants must submit proof for itemized expenditures that exceed \$1,000. In the case of salaries for personnel, applicants must provide time sheets that are signed by the project manager. Invoices for professional services should be provided to the NSS if they exceed \$1,000.

Periodically, the NSS may request that the recipient submit supporting documents for items less than \$1,000.