

As part of the progress report, the PI must address the following questions:

The following questions appear on the Edit Business – SNAP and Other Progress Report Questions & Checklist screen:

1. Has there been a change in the other support of senior/key personnel since the last reporting period?

If yes, explain the change(s); if no, so state. Specific information is to be provided only if active support has changed, or if new senior/key personnel are added to the project. If a previously active grant has terminated and/or if a previously pending grant is now active, **submit complete Other Support information** using the suggested format and instructions found in the competing application instructions. Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously.

Other support information should be submitted only for the PD/PI and for those individuals considered by the PD/PI to be key to the project. Senior/key personnel are defined as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not a salary is requested. Do not routinely include Other Support information for Other Significant Contributors; e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual previously listed in this category has changed such that they are now considered senior/key personnel, this change should be indicated in this section and Other Support information submitted.

2. Will there be, in the next budget period, a significant change in the level of effort for the PD/PI(s) or other senior/key personnel designated on the Notice of Award from what was approved for this project?

If yes, please explain (e.g., decreased level of effort from 4.8 calendar year (CY) months to 3.6 CY months); if no, so state. A significant change in level of effort is defined in Federal regulations as a **25 percent reduction** in time devoted to the project, from what was approved at the time of award. For example, if a NoA-specified individual on the project is expected to reduce his/her effort from 4.8 CY months to 3.6 CY months, which represents a 25 percent reduction in the level of effort, an explanation must be provided.

3. Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25 percent of the current year's total approved budget?

If yes, please provide an explanation; if no, so state. An explanation should include why there is a significant balance and how it will be spent if carried forward into the next budget period. The "total approved budget" equals the current fiscal year award authorization plus any carryover of funds from a prior year. The numerator equals the total amount available for carryover and the denominator equals the current year's total approved budget.

Program or grants management staff may require additional information,(such as has there been a change in the scope of work), in order to evaluate the project for continued funding. Failure to provide this information will result in a delayed award.