**Section 570.1200 Reporting**

Failure of a grantee to comply with the requirements of this Section shall result in the Department's withholding future grant funds to the grantee (see Section 4.1 of the Illinois Grant Funds Recovery Act).

a) Quarterly Progress Report. Each grantee shall submit (at a minimum) written progress reports to the Department every three months. The reports are due within 10 calendar days after the quarterly reporting period has expired (see Section 4(b)(2) of the Illinois Grant Funds Recovery Act).

b) The quarterly progress reports and annual reports shall include the following information:

1) Current status of the research project;

2) Project components finished and project components yet to be finished;

3) Costs incurred to date and an itemized listing of the total current estimated project costs compared to the approved amounts;

4) Signature of an authorized official of the grantee stating that this is a true and complete report on the project's status; and

5) A detailed report of how grant funds were expended.

c) Final Report. Grantees shall submit a final report within 60 calendar days after the conclusion of the grant period. The degree to which each objective in the grant proposal has been met shall be fully addressed in this report. The final report shall contain the following information:

1) A brief narrative summarizing project accomplishments;

2) A description of any problems that developed and how they were addressed;

3) A listing of all project costs and sources of funds for the grant period.

4) A certification, in the form of a notarized statement signed by an authorized representative of the grantee, attesting that:

A) All funds attributed to the grant have been expended;

B) The costs reported are the final costs required to complete the research project and there are no additional or associated costs; and

C) Funds used for the project were approved by the Department.

5) A grantee's failure to comply with the requirements of this Section will be considered a material breach of the performance required by the grant agreement and shall be the basis to initiate proceedings to recover all grant funds disbursed to the grantee.