



Administrative Procedure

Contracts and Grants Policy

Number: 902
Effective: 4/18/03
Supercedes:
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Subject: REQUIRED PROJECT REPORTING

Programmatic/Progress/Final/Technical Reports Policy

The principal investigator (PI) is responsible for preparing and submitting programmatic reports to document progress achieved to date or upon project completion, in accordance with the sponsor's required due dates. ORSP is responsible for tracking all reporting and maintaining official project reporting records for all grants and contracts handled by that office. Failure to submit these reports in a timely manner may result in the sponsor denying payment of invoices and/or may jeopardize future funding from the sponsor.

Procedures

- The ORSP compliance coordinator maintains a database of all awarded contracts and grants and their reporting requirements.
- For each grant and contract, the compliance coordinator sends out a reminder to the corresponding PI one month in advance of an upcoming sponsor's due date for submission of a required report.
- The PI prepares each applicable report and submits, at least one week in advance of the sponsor's due date, a copy to the associate dean for Graduate Studies & Research-Research Administration.
- The associate dean reviews the report for content and approves the report for submission to the granting/contracting agency.
- The report is submitted to the granting/contracting agency by the compliance coordinator or the PI, as appropriate.
- Each report is included in the official project reporting records maintained by ORSP on each grant and contract. A copy is also forwarded to the financial analyst to be included in the Contracts & Grants project file maintained by UAS Contracts & Grants.

Financial Reports Policy

PI's are required to finalize all expenditures within 30 days of the end of a project to ensure accurate financial reporting. The University's post award administrator, UAS Contracts & Grants, in coordination with the PI, is responsible for preparing all interim and final financial reports required by the sponsor, within the timeframe required by the sponsor.

Approved:

James M. Lark

Date:

4-18-03

Procedures

- The financial analyst (UAS Contracts & Grants) prepares all interim and final financial reports required by the sponsor within the required timeframe (usually 30-90 days after the project end date). Sponsor-required reports are generally outlined on the award documentation and/or sponsor's award guidelines.
- The financial analyst contacts the project's PI or their administrative staff within thirty days before the project's end date to confirm that all final expenditures will be submitted in a timely manner.
- When preparing an interim or final report, the financial analyst contacts the PI to ensure that all costs are already processed for their project. Upon confirmation, the financial analyst generates a project-to-date PeopleSoft expense report and reconciles the data with the PI to confirm that all costs are included and accurate.
- All interim and final financial reports are prepared by the assigned financial analyst, reviewed by the Contracts & Grants accounting manager, and approved by the director of Contracts & Grants Administration prior to submission.
- The financial analyst is responsible for mailing the reports to the sponsor and filing a copy in the Contracts & Grants project file. A copy is also forwarded to ORSP (compliance coordinator) for their records.

Other Reports

Policy

UAS Contracts & Grants, in coordination with the project's PI, is also responsible for submitting additional forms, in accordance with sponsor requirements. These include Contractor's Release, Statements of Patents/Copyrights, and Property forms.

Procedures

- The financial analyst (UAS Contracts & Grants) prepares these reports and works with the PI or their administrative staff to confirm their timeliness and accuracy.
- All reports are reviewed by the Contracts & Grants accounting manager and approved by the director of Contracts & Grants prior to submission.
- The financial analyst is responsible for mailing the reports to the sponsor. A copy is kept in the project file and a copy is also forwarded to ORSP (compliance coordinator) for their records.

This policy is effective immediately, and remains effective until further notice.