Summary on Draft Policy on
Close out of Sponsored Projects
April 27, 2004

It is campus policy to have timely reconciliation, reporting, and close-out of sponsored projects. Consequences of delayed reporting and close-out may include:

1. Delay or withholding of payments on current projects;
2. Delay or withholding of future funding by sponsors;
3. Exposure to audit findings and disallowances;

The attached process is established to:
1. Streamline the administration of sponsored projects that have ended;
2. Ensure prudent fiscal management;
3. Conform to Federal rules and regulations.

The attached policy was modeled after a similar policy at CU-Boulder that was implemented a little over a year ago and is working effectively for the Boulder Campus. The Vice Chancellor for Research (VCR) and the Vice Chancellor for Finance and Administration support the policy. The attached version includes their input. The policy has also been discussed with the Chancellor and Deans and they have been asked to provide any input by May 21, 2004. The Chancellor and VCR both wanted to give faculty a chance to provide input through the Faculty Assembly.

The policy formalizes the notification of terminating projects to departments/units by Grants and Contracts. It also establishes time-tables for action and elevating levels of notification (first notifying Investigator and unit administrator, and then adding School Administrator to the notification process). Three notices are given, then 30 days after last notice if deficit is not resolved, Grants and Contracts will write off against the Unit’s Facilities and Administrative (F&A) Recovery program. The policy includes a paragraph allowing for exceptions in extraordinary circumstances.

Questions, suggestions and comments on the policy and process are to be directed to Twila Reighley via email at twila.reighley@uchsc.edu by May 21, 2004.