511-005-C: GRANTS AND CONTRACTS REPORTING POLICY

I. Programmatic/Progress/Final/Technical Reports

The Project Director/Principal Investigator (“PD/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. Sponsored Programs Office (“SPO”) is responsible for maintaining official project reporting records for all grants and contracts handled by SPO. 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.

II. Financial Reports

University Corporation Grants Accounting, in coordination with the PD/PI, is responsible for preparing and submitting all interim and final financial reports required by the sponsor, within the timeframe required by the sponsor. The PD/PI will assist with any additional financial reporting, such as cost-share documentation that is needed for the financial reports. PDs/PIs are required to finalize all expenditures within 30 days of the end of the project to ensure accurate financial reporting.

III. Other Reports

SPO, in coordination with the project PD/PI, is responsible for submitting additional forms in accordance with sponsor requirements. These forms may include but are not limited to Statements of Patents/Copyrights and Property forms.

IV. Adoption and Review

A. The University Corporation’s Board of Directors has adopted this SPO Reporting Policy, dated June 2004. The University Corporation’s Board of Directors has adopted this SPO Reporting Policy B, dated June 2010.

B. This policy shall be evaluated ten years from its adoption date to determine its effectiveness and appropriateness. The policy may be evaluated before that time as necessary to reflect substantial organizational, financial, or physical change(s) at the University Corporation or any change required by law or by other governing policy.

Any proposed amendments or variations of this policy would require a majority approval by the Corporation Board of Directors.