POLICY NUMBER 2002-22

February 25, 2002

POLICY: SPONSORED PROJECTS CLOSEOUT (RESEARCH/SPONSORED PROGRAMS)

PURPOSE:
To establish responsibility for the orderly and timely closeout of completed sponsored projects in accordance with sponsor requirements. The submission of these reports will be coordinated through the Grants and Contracts Office.

POLICY STATEMENT:

1. The Principal Investigator is responsible for the preparation and timely submission of all required progress and technical reports.

2. The Grants and Contracts Office is responsible for the preparation and submission of final financial reports and invoices, and/or final invoices or final vouchers.

3. Invention and patent reports are to be prepared by the Principal Investigator. The approval of all such reports is coordinated by the Office of Research and Sponsored Programs.

4. The Principal Investigator is responsible for the timely disposition of all research animals used by that sponsored project in accordance with Policies and Procedures established by CLAC and ACC.

5. Principal Investigator is responsible for notification of the Office of Research Safety to effect disposition of all hazardous materials (chemicals, radioactive substances, pathogens, etc.). In accordance with applicable Federal, State, local and UCHC regulations.

6. Principal Investigator is responsible for notifying the IRB of the status of all human subjects protocols affected by the closeout of the sponsored program.

__ Dan Upton (signed) ____________ 4/17/02
Chief Financial Officer

__ Richard Berlin, MD (signed) ____________ 4/17/02
Associate Dean for Research/Planning & Coordination

__ Peter Deckers, MD (signed) ____________ 4/17/02
Executive Vice President for Health Affairs

Replaces: NEW POLICY