

Policy to Facilitate Final Billing and Reporting for Contracts and Grants

Effective September 1, 1997

Contracts and Grants Accounting is responsible for the preparation and submission of invoices and financial reports to the agencies that provide funding for sponsored projects. These financial documents are prepared based on information in the University's accounting records and on special requirements of the sponsors.

After the expiration date of a sponsored project, the University has a specified number of days to submit the final invoice or final financial report. A late submission could result in a loss of money to the University. The deadline for final reporting on Federal *grants* normally is 90 days from expiration. For *contracts* (Federal or non-Federal) the specific deadline for final financial reporting is given in the agreement; common deadlines are 30 days, 45 days, 60 days, or 90 days from expiration. The deadlines for cost share FOPs are the same as for the sponsored FOPs.

If the final financial reporting *deadline is 90 days after expiration*, all project costs must be processed through the accounting system with 60 days after expiration.

If the final financial reporting *deadline is 60 or 45 days after expiration*, all project costs must be processed through the accounting system within 30 days after expiration.

If the final financial reporting *deadline is 30 days after expiration*, all project costs must be processed through the accounting system within 2 weeks after expiration.

In order to comply with sponsors' financial reporting deadlines in an orderly and efficient manner, recipient departments should pay all bills promptly, particularly near the end of the project. The financial manager in each department should be aware of the expiration dates and deadlines for each sponsored project in the department and should make any needed adjustments in a timely manner.

If any orders are placed near the end of the project, the department should notify the vendor of the deadlines involved to ensure delivery of the products and receipt of the invoice within the time available. (Normally, all products should be delivered while the sponsored project is still in process; otherwise, the costs could be disallowed since they were not received in time to benefit the project.)

If salaries and wages are being charged to the contract/grant FOP, the departments should ensure that steps are taken to reassign employee salaries and wages to other FOPs, as appropriate, when the project is over.

Under this policy, Contracts and Grants Accounting is authorized to submit final invoices and financial reports based on the deadlines noted above for processing projects costs through the accounting system. It is, therefore, critical that the recipient departments pay all project costs within these deadlines to ensure that the University is reimbursed for all allowable project costs. Please note that unreimbursed project costs must be covered by the college/school/department involved.

