# INTERNAL OPERATING MEMORANDUM

Memorandum No. __________

<table>
<thead>
<tr>
<th>Subject: Monitoring of Technical Reports</th>
<th>Date: 9/11/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: Division of Research Office of Animal Welfare &amp; Research Integrity</td>
<td></td>
</tr>
<tr>
<td>Related References</td>
<td>2 CFR Part 215, Office of Management and Business (OMB) Circular A-133 and OMB Circular A-21, FAMU Office of Sponsored Programs Manuals (Pre and Post Award Units)</td>
</tr>
<tr>
<td>Purpose</td>
<td>The purpose of this procedure is to provide guidance to University staff responsible for monitoring of the submission of technical reports for sponsored projects.</td>
</tr>
<tr>
<td>Signature of Approving Authority</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

## 1.0 GENERAL INFORMATION

1.1 The submission of a technical report is a routine actions completed by an awardee to the awarding agency. Contract terms and conditions on each grant/contract specifies the requirements for submission of technical reports for the life of the award.

1.2 Most federal sponsors require final financial, invention, property, and technical reports. Other sponsors require at least a financial and technical report. Generally, these reports are due within 30-90 days from the expiration date shown on the award document. Failure to submit the reports in a complete and timely manner can delay payment for final project expenses and result in unfavorable consideration for future funding. Some sponsors will withhold future awards to individual delinquent investigators.

1.3 Once the work on the project is completed all reports must be completed and submitted as required by the terms and conditions of the grant/contract.

## 2.0 DEFINITIONS

2.1 **Technical Reports** are the reporting of progress made on the project for which funding was provided.
3.0 RESPONSIBILITIES

3.1 Principal Investigator (PI) is responsible for submission of the technical report on the specified date.

3.2 Office of Sponsored Programs (OSP) is responsible for ensuring that a copy of the technical report is placed in the appropriate file for auditing purposes.

3.3 Office of Animal Welfare and Research Integrity (OAWRI) is responsible for contacting the PI once the notification of the report is past due.

4.0 PROCEDURES

4.1 OFFICE OF ANIMAL WELFARE AND RESEARCH INTEGRITY

4.1.1 Contact the PI via email when the notice of a past due technical report is received from the funding agency.

4.1.2 Some sponsoring agencies require submission of technical reports electronically. The OSP can assist with any questions.

4.1.3 When the PI submits the report electronically to the funding agency, the OSP receives an automatic email confirmation that a technical report has been submitted.

4.1.4 If the report has not been submitted within 14 days from notification by the OAWRI then notification is sent to the Vice President for Research.

4.1.5 The Vice President for Research will contact the OSP to place a hold on the PI’s Indirect Cost Account until the technical report has been submitted to the agency.

4.1.6 If within 30 days the technical report has not been submitted to the funding agency then the Vice President for Research will instruct the OSP to freeze all the PI’s current accounts until the PI is in compliance with the funding agency and there are no outstanding reports.