DELINQUENT REPORTING

Sponsored Programs and the Office of Research utilize a two-phased approach to address a delinquency in the submission of final (technical, invention, equipment, etc.) reports. Sponsoring agencies typically provide notice that reports are delinquent, and when Sponsored Programs notifies the researchers responsible for these reports, less than ideal responses and support have been provided. Since reports can negatively impact future funding for the entire university, this procedure should be followed to ensure improved timeliness in the submission of final reports.

Phase 1

Sponsored Programs staff will send an email to the Principal Investigator to verify that all final reports have been submitted. To the extent that no response is provided, or no action is taken on the part of the Principal Investigator to submit the reports, Sponsored Programs will copy the Department Head, Dean, and/or Center Director as necessary on subsequent emails to the Principal Investigator to verify report submission.

Upon request by the Dean and/or Center Director, Sponsored Programs will provide a report that documents the extent of delinquent final reports across individual colleges and departments. This report will be separated into two categories of reports, those that are "recently delinquent" (anything overdue) and "extremely delinquent" (> 6 months overdue), subdivided by college and department so that each administrator can easily identify responsible individuals within their specific unit.

Phase 2

Sponsored Programs will place a "hold" on the setup of any new accounts for PIs that have seriously delinquent reports (> 6 months overdue). Accounts will be released as soon as Sponsored Programs receives documentation that the delinquent report has been submitted. Since the monthly report will identify delinquent reports at least 90 days before the report becomes extremely delinquent, it is our expectation that the need to delay new account setup can be avoided through pro-active intervention by Department Heads, Center Directors, and Deans.

This two-phase approach will allow Sponsored Programs to meet USUs contractual obligations in a more timely manner, provide specific information to university administrators to help them address reporting deficiencies, prevent lost funding due to historically delinquent reporting, and restrict penalties to those with seriously overdue reports.