



University of Connecticut Health Center

POLICY NUMBER 2002-34

April 10, 2002

**POLICY: FINANCIAL RESPONSIBILITY
(RESEARCH/SPONSORED PROGRAMS)**

PURPOSE:

To establish responsibility by the PI for the financial administration of sponsored projects.

POLICY STATEMENT:

1. Agreements for sponsored projects are entered into in the name University of Connecticut Health Center.
2. The Principal Investigator is directly responsible for the management and administration of the sponsored project within the administrative constraints imposed by the sponsor and in accordance with University policy. In this capacity, the Principal Investigator authorizes all direct cost expenditures of project funds and is responsible for reviewing and approving all project related expenditures and cost transfers.

The Principal Investigator may delegate authorization responsibilities for the direct cost expenditures related to the sponsored program. In doing so, the Principal Investigator may designate a UCHC employee with first-hand knowledge of the sponsored project to authorize individual direct cost expenditures

3. Changes to project budgets or expenditures, which require institutional or sponsor prior approval, must be processed through the Office of Research and Sponsored Programs. (e.g. equipment purchases, IPAS approval.) The Office of Research and Sponsored Programs will notify the Grants and Contracts office of all changes.
4. Monthly statements of project expenditures will be provided to the responsible Principal Investigator. It is the responsibility of the Principal Investigator and his/her department administrator to review each monthly statement for accuracy and completeness and to initiate corrections, when appropriate, within 60 days of the date of the statement.

5. At the closeout of the sponsored program, the balance of over expenditures, disallowances or other adjustments, will be transferred to the DCAA account of the cognizant department. The balance should not be transferred to another grant, contract or similarly restricted account. This shall be done within 30 days after the filing of the FSR.
6. Co-mingling of funds from different sponsors or other sources is not allowable. e.g., funds from different sources cannot be combined into one account.

Dan Upton (signed)
Chief Financial Officer

4/17/02
Date

Richard Berlin, MD (signed)
Associate Dean for Research/Planning & Coordination

4/11/02
Date

Peter Deckers, MD (signed)
Executive Vice President for Health Affairs

4/14/02
Date

Replaces: NEW POLICY