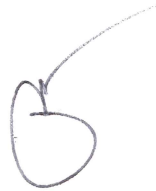


Office of the Vice Chancellor for Administration and Finance

**MEMORANDUM**

**To:** Dr. Steve Nelson, Dean - School of Medicine  
Dr. Henry Gremillion, Dean - School of Dentistry  
Dr. Jimmy Cairo, Dean - School of Allied Health  
Dr. Demetrius Porche, Dean - School of Nursing  
Dr. Dean Smith, Dean - School of Public Health

**From:** John A. Harman, MBA, CPA, CGMA, CMPE  
Vice Chancellor for Administration and Finance



**Date:** October 16, 2017

**Subject:** **Revised** Sponsored Agreement Closeout Policy and  
Procedure for Projects with no activity Since June 2014

Please find attached a revised Sponsored Agreement Closeout Policy effective **October 16, 2017**. This revised policy was developed in collaboration with the Office for Compliance Programs and others and was necessary to insure standardized processes are in place related to finalizing sponsored agreement financial transactions.

Additionally, in an effort to address and finalize existing prior Sponsored Agreements that have not had any accounting activity within the PeopleSoft Financials project for the current plus three prior fiscal years (i.e.; Sponsored Agreements with no accounting activity after June 30, 2014), the following one-time procedures will be applied as of the effective date of the revised Sponsored Agreement Closeout policy:

- Accounting Services will provide the fiscal deans within each professional school with a list of projects that meet the criteria in the above paragraph.
- Schools and Accounting Services will follow the procedures as outlined in the Sponsored Agreement Closeout policy to finalize these balances with the exception of the following:
  - Schools will use the special Sponsored Agreement Closeout Certification Form for projects with no activity since June 2014 available for use with Sponsored Agreements.
  - Accounting Services will not calculate or assess indirect costs on applicable residual balances for Sponsored Agreements meeting the criteria described in the paragraph above.

In accordance with the Sponsored Agreement Closeout Policy, the Vice Chancellor for Administration and Finance may amend this memorandum on an as-needed-basis.

cc: Wendy Simoneaux  
Ronnie Rodriguez  
Fiscal Deans  
Business Managers