



New York Medical College Policy and Procedure Manual

Section: RESTRICTED FUNDS ACCOUNTING DEPT.	No.: CO.606
	Date: Feb. 3, 1997
Subject: GRANT - YEAR CLOSEOUT PROCEDURES	Page 1 of 4
	Supersedes: New

I. Purpose

To establish guidelines for the preparation and submission of a Report of Expenditure (ROE) on sponsored projects and to close the related accounts on the College books.

II. Scope

This policy applies to all sponsored projects requiring an ROE and those involved in the associated accounting.

III. Definition

- A. Report of Expenditures (ROE) - Final report of all expenditures charged on a sponsored project for a particular budget period submitted to the sponsors in accordance with the sponsor's terms and conditions.
- B. Current Grant Period - The budget period mentioned in the grant award given by the sponsors.

IV. Policy

It is the policy of New York Medical College that an accurate ROE be submitted to the sponsor within the time specified in the Notice of Grant Award, negotiated contract or cooperative agreement.

V. Procedure

- A. Preparation of the ROE on the forms prescribed by the sponsor.
 - 1. The Principal Investigator (PI) shall review his/her grant accounting report within 30 days of the ending of the current budget period to ensure that charges included in the grant account are appropriate and complete.

Issued By:	Approved By:
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2. Any corrections of bookkeeping errors or cost transfers must be submitted to the Restricted Funds Accounting Department within thirty (30) days after the end of the current grant budget period.
3. The PI should review all outstanding encumbrances within thirty (30) days after the end of the current grant budget period.

All the outstanding encumbrances must be either:

- a. paid to the vendor,
 - b. canceled and/or
 - c. transferred to another account within 60 days of the end of the current grant budget period.
4. The Restricted Funds Accounting Department will prepare all necessary adjusting entries, payroll transfers, encumbrance transfers etc., and submit an ROE to the sponsor. Any unspent balance will be returned to the sponsor after review with the Office of Research Administration, if it is not eligible for carryover to the next grant budget period.
 5. A copy of the ROE is sent to the PI and the Office of Research Administration.

B. Finalizing of expenditures on research projects with fixed price agreements.

1. Sponsors of clinical trial research projects usually issue a fixed price agreement based on patient participation. On such projects, the PI must send a written request for extension of time to the Office of Research Administration thirty (30) days prior to the end of the current research budget period.

2. On receipt of the letter requesting extension, the authorized persons in Research Administration will contact the sponsor and confirm that the study is ongoing. They will then generate a revised Digest of Award terms and send it to the:
 - a. PI
 - b. Chairman of the Department.
 - c. Appropriate Dean's Office.
 - d. Controller's Office - (Restricted Funds Accounting Department).
3. An account initiation form is prepared by the sponsored project accountant to extend the grant period.
4. If the research study has been completed, the Office of Research Administration will inform the Restricted Funds Department to close the account after making necessary adjustments for any overexpenditure or underexpenditure.

C. Closing of Restricted Fund Account

After the final ROE is submitted to the sponsor, an account initiation form is prepared to close the account.

VI. Responsibility

A. Principal Investigator (PI)

Conform to the guidelines in this policy.

B. Office of Research Administration

1. Review any unspent grant balances for possible return to the sponsor.

2. Consider PI requests for project time extensions and coordinate any changes with a revised Digest of Award.

C. Restricted Funds Accounting Department

1. Ensure that the final ROE is filed within the specified time and close the account.
2. Provide advice with respect to the interpretation and administration of this policy.