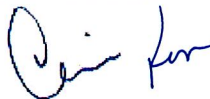


Sponsored Program Services

To: Directors of Financial Affairs and SPS Staff

From: Chris Martin and Ken Sandel



Date: May 18, 2015

Re: Memo Match Documentation

The expectations for documenting memo match cost share are outlined below. Any questions about the process should be directed to Sponsored Programs Post Award Services at postawardmgrs@purdue.edu.

Expectations for Memo Match:

Memo match will be documented annually and included in the SPS file.

Roles and Responsibilities:

Department Business Manager: Responsible for the documentation of the memo match on an annual basis.

SPS Research Administration Managers and Specialists: Responsible to assist in the documentation and assure it is placed in the SPS file on an annual basis.

Annual Documentation Process:

SPS will generate a monthly report identifying any projects with memo match expiring that month (regardless of the year of expiration). SPS staff will then notify the Department Business Manager.