

PURDUE UNIVERSITY



TO: Vice Presidents, Chancellors, Vice Chancellors, Deans, Directors and Heads of Schools, Divisions, Departments and Offices

DATE: June 8, 2000

SUBJECT: Reporting Requirements on Sponsored Projects

Nearly every grant and contract for support of a sponsored project has some type of reporting requirement. Meeting these requirements in a timely way is an important part of our stewardship responsibility to the sponsors.

Sponsored Program Services staff have recently made system changes that allow for better tracking of these reporting requirements. Along with those system changes, the attached set of "Guidelines for Follow-up on Reporting Requirements" has been developed. The primary purpose of these changes is to be able to provide better service to the Principal Investigators by informing them of upcoming reporting deadlines so they may complete their reports to the sponsor on time.

Effective immediately, Principal Investigators will be informed of upcoming reports due 45-60 days in advance of the due date. In the event that a required report is not submitted within 60 days after the due date, Sponsored Program Services staff will seek the assistance of the appropriate Department Head in assuring the report is completed.

Please contact Mike Ludwig, Associate Director of Sponsored Program Administration, at 41063 or email mrludwig@purdue.edu if there are any questions regarding the attached guidelines.

J. S. Almond
Vice President for Business Services
and Assistant Treasurer

G. E. Isom
Vice President for Research
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c: A-133 Auditors
Business Managers
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