

Delinquent Reporting

Sponsored Programs has instituted a dual approach to address a delinquency problem we have observed for quite some time regarding final technical and invention reports. We are experiencing more frequent notices from sponsoring agencies indicating that reports are delinquent, and we continue to get less than ideal responses and support when we notify the researchers responsible for these reports. Since reports can negatively impact future funding for the entire university, SPO and the VPR feel it is necessary to implement new procedures to assure improved timeliness.

Phase 1

To clearly document the extent of this problem across individual colleges and departments, SPO will distribute an updated report to all Deans and Center Directors on a monthly basis. This report will be separated into two categories, those that are “recently delinquent” (anything overdue) and “extremely delinquent” (> 6 months overdue), subdivided by college and department so that each administrator can easily identify responsible individuals within their specific unit.

Phase 2

Sponsored Programs will place a “hold” on the setup of any new accounts for PIs that have seriously delinquent reports (> 6 months overdue). Accounts will be released as soon as SPO receives documentation that the delinquent report has been submitted. Since the monthly report will identify delinquent reports at least 90 days before the report becomes extremely delinquent, it is our expectation that the need to delay new account setup can be avoided through pro-active intervention by Dept. Heads, Directors, and Deans.

This two-phase approach will allow SPO to ensure USU’s contractual obligations are met in a timely manner, provide specific information to university administrators to help them address reporting deficiencies, prevent lost funding due to historically delinquent reporting, and restrict penalties to those with seriously overdue reports.

Note: A 90 day grace period on “hold” actions against faculty already having extremely delinquent reports will be provided when these procedures are enacted to allow sufficient time for compliance. (Procedures were enacted 10/01/07)