

Account Management

Reporting & Invoicing

The Office of Research Administration is responsible for the creation and submission of financial reports and invoices related to externally funded projects. These submissions are time sensitive with due dates varying between funding agencies. Failure to submit required reports within the agency designated time frame could result in withholding of future funding to the researcher and/or institution. The Office of Research Administration staff member will work closely with the departmental fiscal officer to resolve any issues or questions regarding these reports. The name of the Office of Research Administration staff member who will be responsible for the financial reports on each account is located on the bottom-center of the Award Digest document.

The Office of Research Administration is also responsible for submitting the following agency reports were applicable:

- Invention & Patent Reports
- Equipment Reports
- Cost Share Reports
- Minority & Women Owned Business Reports
- Financial Close-Out Reports

Technical Reports

The project director is responsible for completing any program or technical report required by the terms of the award. Many agencies have specific requirements. Be sure to look at the guidelines regarding forms, formats, and submissions.

Invoicing

The Office of Research Administration is responsible for providing invoices to external sponsors for funded projects. The Office of Research Administration staff member will work with the departmental fiscal officer if there are any issues or questions regarding invoices. The name of the Office of Research Administration staff member who will be responsible for the invoicing on each account is located on the bottom-center of the Award Digest document.