



Financial Status Reporting Policy

Policy Number: 600-036
Effective Date: April 3, 2007
Last Updated: March 10, 2010
Issuing Authority: Vice President for Research and Compliance
Responsible Offices: Grants and Contracts Accounting

Purpose:

To provide guidance for the preparation of financial reports for sponsored programs. These types of reports are frequently referred to as a Financial Status Report (FSR).

Policy:

It is the policy of Howard University and all related entities, business units, subsidiaries and affiliated organizations including, but not limited to, Howard University Hospital (hereinafter referred to collectively as "Howard University") to provide timely and accurate financial reports, consistent with agreed upon terms and conditions, to sponsors who provide support for sponsored programs. Only institutional officials with authority delegated by Howard University are authorized to sign financial reports.

Business Process Description:

During the process of establishing a sponsored program account (see [Award Acceptance and Set-up Policy](#)), Grants and Contracts Accounting (GCA) is responsible for entering the financial reporting requirements into the university accounting system based on the terms and conditions of the agreement.

Financial reports are typically submitted to the sponsor 90 days after the end of a specified period (e.g., annually, at the end of the award, etc.) If necessary, GCA contacts the sponsor to verify sponsored program reporting requirements.

NOTE: Federal sponsors (e.g., NIH) require financial reports to be submitted using SF269 (call Financial Status Report or "FSR"). Additionally, a quarterly *Cash Transactions Report* must be completed using SF272.

If the sponsor does not specify a specific format for the financial report, the Howard University template is used.

It is the responsibility of the Principal Investigator/Project Director (PI/PD) to ensure that all expenses are posted to the account and that the expenditures are appropriate and properly recorded. FSRs are prepared based on the expenses entered into the university accounting system. In addition to the university accounting system, the responsible accountant calculates F&A Costs and Fringe Benefit reconciliations prior to submitting the financial report. Each month, GCA runs a report in the university accounting system to determine which FSRs are due and prepares the FSRs.

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Interim financial reports are submitted to the sponsor and copies of the reports are sent to the Office of Sponsored Programs/Research Administration (OSP/RA) and the Office of Sponsored Programs/Post Award Service unit (OSP/PASU). Final financial reports are sent to the PI/PD. If any problems are identified with the reports, GCA is notified immediately. If no response is received from the PI/PD within 5 business days, or when the PI/PD provides a positive response, the report is submitted to the sponsor. If appropriate documentation or justification cannot be obtained prior to the financial report deadline, GCA excludes the expense(s) from the financial report and invoice (if applicable).

Roles and Responsibilities:

Grants and Contracts Accounting (GCA):

- **Accountant:** Each month, the Accountant prepares a list of all awards that require a financial report. Accountant reviews the financial reporting requirement in the terms and conditions of the award and prepares the financial report. If the Accountant determines that any expenses require additional justification or documentation, he/she contacts the PI/PD and excludes the expense(s) from the financial report until the additional information is received.
- **Assistant Director of GCA:** The Assistant Director (or Manager) has been delegated signature authority for financial reports. The Assistant Director (or Manager) reviews and signs all financial reports prior to submission to the sponsor.

Academic Department

- **Principal Investigator/Project Director (PI/PD):** The PI/PD is responsible for charging all expenses in the university accounting system in a timely manner. The PI/PD reviews "Final" financial reports for accuracy prior to submission by GCA.

Related Policies:

- Direct and Indirect Cost Charging Policy
- Award Acceptance & Set-up Policy
- Invoicing Policy
- Cost Sharing Policy

Forms and Links:

- OVPRC Website: <http://ovprc.howard.edu>