

<i>Topic</i> <b>Sponsored Award Administration Management</b>	<i>Category:</i> <b>Expenditures</b>	<i>Policy No:</i> <b>5.100.12</b>	<i>Effective Date:</i> <b>12/26/2014</b>	<i>Page No:</i> <b>Page 1 of 1</b>
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**Purpose:** Temporary terminations of sponsored awards may be necessary for various reasons in order to provide an effective control mechanism if recovery of costs incurred for sponsored awards becomes uncertain.

**Policy:** 1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that accounts and funds for sponsored awards may be closed to further activity during the project period for various reasons.

2. Examples for temporary terminations can include the following:

- The award budget is overspent without documentation of further funding from the sponsor within the next 30 days.
- Dispute with the sponsor over progress of the research.
- Contractual default by either party.
- Mismanagement of funds.
- Sponsor issues a stop work order.
- Default on scheduled progress payments by sponsor.

3. If it is necessary to close a project to further activity, both the fund and its associated accounts will be terminated. The department will be responsible for removing any personnel payroll defaults that have been established on the fund accounts until such time that the fund can be reopened. Any continuing research is recorded as un-sponsored department research and expenses may be charged to a cost share account.

4. The Vice President of Research Administration has the option of establishing a cost share account. The principal investigator / project director will be notified by the Business Office when closures are necessary.

5. The reason for termination, any necessary action for reactivation and timing issues will be provided.

6. Temporary terminations of sponsored awards may be necessary for various reasons in order to provide an effective control mechanism if recovery of costs incurred for sponsored awards becomes uncertain.