I. Purpose

This policy defines the responsibilities of the principal investigator (PI), the Office of Research Services and Sponsored Projects (ORSSP), and the Georgia Southern University Research & Service Foundation (GSURSF) with respect to reports and deliverables required by the funding agency.

II. Policy Statement

Technical Reports and Deliverables

The PI is responsible for the preparation and timely submission of all periodic technical progress reports, any deliverables related to the technical effort, and the final technical report.

Many funding agencies withhold payments and will not approve subsequent awards to the PI, department, or university if technical reports are late and/or inadequate. Upon notification of dereliction, the ORSSP will inform the PI and/or department chair, and if the sponsor withholds funding, the PI and/or department must cover any deficit due to sponsor nonpayment.

Financial and Other Nontechnical Deliverables

For most sponsored projects, the GSURSF is the only authorized source for preparing and submitting expenditure reports and other required financial reports. All financial reports must be supported by the official project file and records.

GSURSF also coordinates submission of other reports, including, but not limited to, Patents and Inventions, Contractor’s Release, Contractor’s Assignment of Refunds, Rebates and Credits, and Property Certification or Inventory.

III. Exclusions - none