

# Research and Sponsored Projects Manual (RSP)

## RSP 509–04: Sponsored Project Deficit/Account Closeout

Effective: 7/1/1987

Revised: 3/1/2022

### Purpose

To establish the responsibility for a deficit on a sponsored project account

### Sources

Knowledge Enterprise (KE)

Office for Research and Sponsored Projects Administration (ORSPA)

### Policy

The Office for Research and Sponsored Projects Administration is responsible for coordinating the closeout of a [sponsored project](#) which includes ensuring the transfer of any deficit remaining after final reconciliation by the department.

All financial transactions charged to a sponsored project are originated by the [principal investigator \(PI\)](#) or designee at the unit or department. Financial responsibility for project deficits therefore resides at that level. The principal investigator will be called upon to identify alternate funding sources for any deficits that occur.

If the principal investigator has insufficient resources to cover the deficit, the department chair may be contacted for resolution as per the lead unit oversight responsibilities defined in [RSP 107](#), "Lead Unit Identification and Responsibilities". The college dean or center/institute director will be included as circumstances require. The responsible account as identified in the unit hierarchy will be responsible to cover the deficit. If the appropriate account is not able to cover the deficit, the investigator's IIA account shall be used.

All deficits on sponsored projects must be cleared within 90 days of the award end date (unless granted special dispensation by KE) or 60 days after notification to principal investigator, whichever is later.

### Cros-Reference

For additional information, see:

[RSP 107](#), "Lead Unit Identification and Responsibilities"