

**NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF SPONSORED PROGRAMS
POLICIES AND PROCEDURES**

**REPORTING / PAYMENT
FINANCIAL REPORTS
EFFECTIVE 12-01-08, REVISED 12-26-2014
POLICY #40
PAGE 1 OF 1**

PURPOSE:

To establish the policy and procedure for submission of financial reports that may be required under sponsored programs.

DEFINITIONS:

None

POLICY:

The Contracts and Grants Accounting Department (CGA) is responsible for ensuring financial reports and billings under sponsored projects are prepared and submitted to sponsors within the time frame stipulated in the award document and/or in sponsor's policies.

REFERENCES:

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, <https://federalregister.gov/a/2013-30465>
- NSU Financial Operations Accounting and Financial Policies and Procedures, Finance Policy No. 127.9 – *Billing and Financial Reporting*, <http://www.nova.edu/fop/forms/policies.pdf>
- NSU Policy Number 10, Electronic Research Administration.

PROCEDURES:

Procedures for preparation and submission of billing and financial reports are addressed in Finance Policy No. 127.9 – *Billing and Financial Reporting*.