UNIVERSITY OF MIAMI
SPONSORED PROGRAMS POLICIES AND PROCEDURES
Section G: Reporting
Policy G5: Technical Reports

Purpose:
To establish the responsibilities for completing all technical reports required by the sponsored award and to designate the appropriate office for execution of these responsibilities.

Definitions:
Technical Reports: Refers to the preparation of reports required by the sponsor as related to the purpose of the program. It includes, but is not limited to the submission of program results, data, statistics, benchmarks, milestones, projections, and other requirements that are normally not included in the scope of the financial reporting function.

Policy:
The university will comply with the sponsor’s technical reporting requirements as specified by either sponsor regulations or contractual terms. This responsibility rests with the principal investigator (PI) of the sponsored project.

References:
None

Procedures:
1. Technical reporting is the responsibility of the PI and must be completed on a timely basis. Late submission of technical data may affect the reimbursement of expenditures by the sponsor. Sponsored Programs (SP) Financial Administration will submit periodic and final billings or reports on the assumption that required technical reports have been submitted by the PI.

2. If sponsor payment is delinquent and SP Financial Administration is advised the delay is due to the sponsor’s non-receipt of technical data or reports, they will advise both the PI and Research Administration so the necessary actions may be initiated.

3. If the technical report is not submitted by the PI, SP Financial Administration will notify, in writing, the chair and dean of the department.