


## COMPTROLLER POLICY MANUAL

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	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Sponsored Project Departments</b>	Effective date: 01/01/2000
	Revision date: 12/4/2014

### PURPOSE

To describe sponsored project departments

### SOURCE

University policy

### CMP 211: Sponsored Project Departments

Sponsored project departments are established by the [Office of Sponsored Projects](#). They will prepare an activation notice which will be loaded into PeopleSoft Financials.


A sponsored project is a project supported by an external funding source under a mutually binding agreement that restricts the use of funds to the approved project and stipulates other conditions with which the university must comply. Sponsored projects typically:

1. are initiated by a formal proposal and award notice
2. are restricted to a particular purpose as described in the proposal
3. require technical and/or financial reports
4. entail other administrative requirements.

In some situations it may not be clear if a new department is a sponsored project. The presence of one or more of the following conditions indicates that an department might be a sponsored project:

1. provides funding for limited duration
2. specifies use of funds
3. indicates need for accounting or financial reporting
4. involves human subjects, animal models, hazardous materials
5. restricts the use of funds
6. may require the return of residual funds
7. involves intellectual property issues
8. involves commitment of university personnel or resources
9. obligates the institution to perform
10. requires billing to receive funds
11. has audit and/or record retention requirements
12. requires a technical report on program outcomes
13. provides equipment
14. requires a formal document with signatures of the parties , and

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**CMP 211: Sponsored Project Departments**

15. involves federal, state, or other “public” funds.

For Departments with one or more of the foregoing conditions, please contact the [Office of Sponsored Projects](#) for a determination about whether the funds should be accounted for in a sponsored project Department.

**CROSS-REFERENCES**

For information on department structures, see [CMP 201](#), Department Structures.

For information on establishing departments, other than for a sponsored project, see [CMP 202](#), Establishment of Departments.

For information on establishing a sponsored project department, contact the [Office of Sponsored Projects](#).