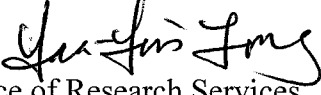




May 20, 2009

ADMINISTRATIVE PROCEDURES MEMORANDUM 09-07

To: University Administrators and Chancellors

From: Yaa-Yin Fong 
Director – Office of Research Services

Subject: Administrative Procedure A8.954 – Extramural Closeout Procedures

Transmitted herewith is the revised Administrative Procedure A8.954.

Revisions to Administrative Procedure A8.954, Extramural Closeout Procedures, are as follows:

- Paragraph 4.a.1)(a) – Added section
- Paragraph 5.c.4)(a) – (c) – Removed “business” in reference to “business days”
- Paragraph 5.c.4)(c) – Changed from “10 business days” to “15 days”
- Paragraph 5.c.5)(c) – Added PI and Dean/Director in notification
- Paragraph 5.d.3) – Added “forward the account to a collection agency”
- Paragraph 5.e. – Deleted “(approximately 270 days after project termination)”

Any questions concerning these procedures should be directed to the Office of Research Services 956-7800.