



August 23, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM 13-15

To: University Administrators and Chancellors

From: Yaa-Yin Fong *Y Y 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.b.3) – Added “including confirming and recording all required cost sharing information in the University’s financial system”
- Paragraph 5.e.1)(g) – Revised section to refer retention requirements to APM A8.926.

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