



June 10, 2014

ADMINISTRATIVE PROCEDURES MEMORANDUM 14-06

To: University Administrators and Chancellors

From: Yaa-Yin Fong *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 5c.1) – Added “and copy the PI”
- Paragraph 5d.1) and 3) – Clarified procedures
- Paragraph 5e.1)(e) – Added “indirect costs will be calculated and recorded based on the total remaining balance using the indirect cost rate on the project account at that time, and the remaining balance, net of indirect costs”

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