CUMC Research Financial Review Process

No.: 1

Purpose: To establish the guidelines for Department /Divisional Administrators to assist Principal Investigators when reviewing grant /clinical trials expenditures charged to federal and non-federal grants/trials.

Department/divisional administrators or their designees are required to generate quarterly DARTS statements for each PI in their Department who has active grants, contracts or study trials:

Account Summary
Account Detail

The reports must be generated so that the PI can review and attest to the expenditures in their sponsored research projects no later than 45 days after the close of the fiscal quarter. A PI may request further documentation in order to validate expenses prior to signing the attestation statement. Such documentation must be provided no later than 15 business days after the request. If the additional documentation is not supplied to the PI, he/she is expected to notify the Department Administrator, Division Chief, or Chair, as well as the CUMC Controller's Office, that the request for additional documentation has not been provided.

Failure to administer this SOP could impact the Department Administrator's overall performance.