

# 0663 Sponsored Research and Project Financial Records

*Description:* Records associated with the accounting for funds received by the University for sponsored research, and records pertaining to proposed and approved projects, including grant applications, award letters, financial and technical reports and all other financial records required to be maintained.

*Examples:* Records may include proposals, grant applications, working papers, required financial and technical reports, property reports, equipment disposition records, accounting reports, accounts payable records, cash records, meeting minutes and notes, project reports and summaries, salary certification reports, and any substantive correspondence.

*Retention Period:* **Retain for 6 years after grant completion and closing (unless a longer period is specified by the granting agency), then securely destroy.**

*Authority:* OMB Circular A110-53