



## **Boston College: OFFICE FOR SPONSORED PROGRAMS Reporting Policy**

### **Background**

The Boston College Office for Sponsored Programs (OSP) provides administration and support for sponsored programs. Sponsored programs, or the term sponsored awards, may be used in this document interchangeably and mean any agreement, contract, project, or grant that is funded by a source other than Boston College. Activities related to sponsored programs must comply with regulations.

### **Purpose**

The purpose of this policy is to provide guidelines and requirements for sponsored awards at Boston College so that sponsors will be provided timely, accurate, and complete information for interim and final reports.

### **Scope**

This policy is applicable to all sponsored awards and **must** be followed by schools, departments, centers, institutes, and personnel of Boston College involved with sponsored awards.

### **Effective Date**

The effective date of this policy is December 26, 2014 and it was revised in March 2018.

### **Policy Details / Procedures**

It is the policy of Boston College that all costs charged to a sponsored program must comply with regulations. When there is a conflict between Boston College policy and sponsor requirements, the more restrictive policy applies. All costs charged to sponsored awards must be: allowable, allocable, and reasonable. The reporting requirements below are general practices, and each is necessary to meet sponsor requirements for reporting.

### **Financial Reporting**

The filing of financial reports to sponsors is primarily the responsibility of the Office of Sponsored Programs (OSP). However, responsibility for ensuring compliance with sponsored

