FIXED PRICE AGREEMENTS & PROGRAM DEVELOPMENT ACCOUNTS

Fixed Price Agreement - Project Starts

- Project end date as listed in agreement OR 2 calendar years from start date
- Activity and expenditures to occur according to Sponsor and/ or OHSU regulations/policies/ procedures

Fixed Price Agreement - Project Ends

- PI and Department staff notified at Project End Date
- If Project activity ends prior to Project End Date in OGA, PI and/ or Department staff to notify SPA

- Project Activity to be certified as terminated via the "Fixed Price Agreement Status Form"
- SPA Senior Financial Analyst certifies that all Sponsor requirements have been met & initials form
- SPA Director approval required

Balance Remains in Fixed Price Agreement (Surplus or Deficit)

- Surplus can be requested to be moved to Program Development Account
- Deficit must be paid off from Non Sponsored account within 90 days of termination of project activity

Residual Balance transfer to Program Development Account

- Into existing account
- Request setup of new account

- SPA Senior Financial Analyst to assist PI/Department staff in assessing whether or not appropriate award and/project exists

SPA Program Development Account Request Form

- Page 1: General information and approval signatures
- Page 2: Listing of balances to be transferred into new account- Each balance should have corresponding status form listing project activity as fully complete

- Signatures certify an agreement to abide by Program Development Guidelines
- SPA Senior Financial Analyst certifies accuracy of balance listing and initials form
- SPA Director approval required

SPA Program Development Award and/or Project Setup

- Budget setup per approved listing of balances
- Award Installments to list each residual balance transferred (PI, Project and Sponsor)

- ***Award:*** For use of Department or Division
- ***Project:*** For use of PI or group of PI's

Fixed Price Agreement Account Closed

- Budget is reduced (Direct & F&A)
- Project Funding and Installment reduced
- Residual balance transferred to Program Development Account
- Accounts closed

Updated: 6/15/02