



**Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
*Office of Sponsored Programs***

Policy and Procedure

TITLE: Receipt and Review of Financial Reports for Federal and Non-Federal Sponsored Projects

PURPOSE:

To inform the research community of the internal policy and procedures for review of financial reports so that cost transfers are managed correctly.

PERSONS AFFECTED:

This policy & procedure (P/P) applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI) (collectively, HPHC/I) personnel engaged in research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

POLICY:

It is HPHC/I's policy to comply with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards from the National Institutes of Health (NIH), Health and Human Services (HHS), other sponsors and institutional policies regarding cost allowability and allocability requirements as well as those pertaining to cost transfers.

Review of project financial reports must be conducted in a timely manner in order to comply with these policies and requirements.

PROCEDURE:

Project financial reports will be sent to the project team by the Grant Manager (GM) monthly, usually by the 21st of the month. The project team's designated reviewer ("reviewer") must review their financial reports as soon as possible. The reviewer should then return the email to the GM confirming that their report(s) have been reviewed. A copy of this email should be included with any transfer request arising from an error in that group of financial reports.

REVISION HISTORY:

Department: OSP	Title: Policy & Procedure Financial Report Review
Effective Date: 5/5/2021	Owner: Director, Office of Sponsored Programs
Replaces P/P Dated: 8/24/2017; 3/1/2019; 3/5/2021	
Related Documents: P&P Cost transfers NIH Grants Policy Statement, Revised April, 2021, 7.5 Cost Transfers, Overruns, And Accelerated And Delayed Expenditures .HHS Grants Policy Statement, January 1, 2007, page II-43. OMB Uniform Guidance <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.</i>	