


August 28, 2006

MEMORANDUM

To: Selected University Deans, Chairs, and Administrators

From: Gunta J. Liders   
Associate VP for Research Administration

Re: **Industry Funded Conference Grants**

The University of Rochester's long-standing definition of a sponsored program is found at <http://www.rochester.edu/orpa/policies/DefSponsProg.pdf> as well as in the ORPA Manual. By definition, all sponsored programs reside and are administered in subledger 5 accounts. ORPA and the Office of Research Accounting and Costing Standards (ORACS) provides for the set up and administration of these accounts, including financial reporting. In an effort to simplify the administration of certain types of accounts, **the definition of a sponsored program has been modified to exclude industry-supported conference grants totaling \$10,000 or less, even if the agreement accompanying these grants contains a requirement for detailed financial reporting.**

It will be the responsibility of the Department to provide the financial report (if required) to the industry sponsor in a timely and accurate manner. ORPA has posted guidance with respect to departmental practices that should be followed in the management of these accounts. This can be found at <http://www.rochester.edu/orpa/policies/DeptGuidConfGrants.pdf>.

Finally, if the industry funding is accompanied by a contractual agreement, departments should obtain a signature from an authorized signatory of the University that has binding authority for the institution for sponsored programs, such as ORPA, the Dean's Office or the Senior VP and Vice Provost for Health Sciences.

Pc: ORPA Staff  
ORACS Staff  
B. Berk  
R. Paprocki  
C. Phelps  
P. Lambiase  
D. Wylie