**Policy on Records Retention for Sponsored Research, Grants, External Support Records**

Faculty members and other grantees will have files related to external support. There are special rules that apply to research funds received from the Federal government and each research grant may have its own set of rules and requirements related to records. All grantees are responsible for helping the College comply with these rules and requirements.

For faculty and others involved in research, the Institutional Funding Office is the primary source of information and the official custodian for documents and records management. The Institutional Funding Office is the official custodian of the grant proposals that are required to be filed and other documents related to the grant. The Controller's Office is the official custodian of the financial records and the granting documents related to the grant during the award period.

At the end of the award period, the Controller’s Office will transfer all financial records to the Office of Institutional Funding and they will be merged. Complete grant files will be maintained for seven years beyond the final financial report date and close of grant. Complete grant files will consist of:

* All research grant documents such as award notices, budgets, including budget revisions, and procurement documentation.
* Programmatic and fiscal reports, including effort reporting documentation.
* Documents and records related to compliance such as financial conflict of interest forms.
* Records used to verify indirect costs and allocation processes.
* Records of draw-downs.