

Procedure for Appeal of Unallowable Expenses

If the office of Sponsored Projects Administration (SPA) deems that an expense incurred on a grant could be unallowable based on federal, state or university guidelines, SPA must notify the primary investigator (PI) of that finding by email and offer to consider an explanation in writing or by phone for why the PI considers that the expense should be allowed.

If the PI does not offer an explanation within 10 days of being contacted or if the PI offers such an explanation and after hearing or receiving such an explanation, the staff at SPA deem the expense to be unallowable, SPA will notify the PI that the expense has been deemed unallowable and the amount of the deemed unallowable expense will immediately be deducted from the PI's F&A recovery account or any other Research Support Accounts the PI has. If the PI does not have any research support accounts or has insufficient funds to cover the expense, SPA will contact the PI's departmental chair, dean, or divisional head to identify which account will be used to cover the costs.

If the PI still feels that the expense should have been allowed, the PI may make an appeal. The appeal must be submitted to the PI's dean or, if the PI has no dean, a divisional head within two weeks of the notification from SPA.

If the dean, or equivalent authority, feels the appeal lacks merit, then the appeal is denied and no further appeal related to that expense will be considered.

If the dean, or equivalent authority, determines the appeal has merit, the dean will forward the appeal to the Office of the Provost where it will be adjudicated by the Assistant Vice Chancellor for Program Planning and Fiscal Management (AVCPPFM).

If the AVCPPFM decides in favor of the appeal, the expense will be deemed allowed and any funds transferred as a result of the previous determination will be returned.

If the AVCPPFM does not uphold the appeal, the decision becomes final and no further appeal will be considered relating to that expense.

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