

GUIDELINES FOR GRANT JV'S OVER 120 DAYS

When a JV involves a **grant** and is **transferring charges that are over 120 days old**, here is the procedure:

- The department will prepare the JV, the JV explanation form **and** an explanation memo (which will serve as an exception request).
- The JV should be keyed into SAP and saved as complete
- The memo can be from the PI **or** the chair, and it should be addressed to RFS. It should explain why the JV is being submitted after 120 days.
- The JV, JV explanation form, backup supporting documentation and the explanation memo should be forwarded to the Assistant Dean for Finance and Administration for approval.
- The Business Center will review and submit the entire package of documents to RFS for approval.
- Once the JV is approved, the Assistant Dean will send the approved documents to the department, at which time, the department will upload the approved documents to the JV documentation file and submit through workflow. The workflow will include, **and in this order**, the PI, the chair/director, Assistant Dean for Finance, then Dean for approvals.