

Office of Sponsored Research
Castle Point on Hudson
Hoboken, NJ 07030

Al Giacchetti, Executive Director Sponsored Research
Tel: (201) 216-8574 Fax: (201) 216-5203

**Stevens
Institute of
Technology**

Memo

Date: June 28, 2006

To: Deans, Directors, Department Heads, Principal Investigators

**From: Al Giacchetti, Executive Director
Office of Sponsored Research**

Re: New Policies and Guidelines – Cost Sharing, Pending Account, Subrecipient Agreements

The Office of Sponsored Research is pleased to announce that two new policies and a new set of guidelines and procedures have been developed and will go into effect on July 1, which were referenced during the compliance training workshop earlier this month.

The new policies—which can be found at the Institute Policies and Procedures Library on the Institute’s website—are “Cost Sharing and Matching Funds on Sponsored Projects” (Policy No. 20.2.8) and “Pending Account in Advance of Receipt of An Award” (Policy No. 20.2.5).

Additionally, we have developed “Guidelines for Issuing and Monitoring Subrecipient Agreements,” a copy of which is attached to this announcement. This material also will be posted on OSR’s website, which will be deployed on July 1st.

The policies and guidelines are critical management tools to enable us to meet significant obligations the Institute has to our research sponsors under OMB Circulars A-21, A-110 and A-133.

Please acquaint yourself with their contents. As you review them we will be pleased to answer any questions you may have about their contents and/or implementation.