

GUIDANCE MEMO NO. 11-23



Research, Grants and Contracts

DATE: January 18, 2023

TO: Research Faculty & Staff

SUBJECT: Receipt of Award and Reporting *CH*

Purpose: This guidance provides additional details related to the receipt of a funding award and how that award is reported by the RGC to the Board of Regents.

Background: Each month, the RGC will provide an update on the number of proposals submitted to an external funding sponsor, and the number of grants/contracts awarded to NKU by an external funding sponsor along with the associated award amounts. For purposes of reporting, the RGC records the amount being received from an external funding sponsor as of the date the notification of award is received OR the date in which the project is set to start – whichever is later. For example, if an award of \$100,000 is received in July for a project that has a project start date of October 1, then the awarded amount will be recorded and reported for the month of October.

In addition, the amount of any awards reported are based on the total funds made available to NKU within the initial contract and any subsequent amendments. For example: For a \$500,000 project over a 5-year period, the sponsor may elect to only provide \$100,000 per year to NKU. Therefore, only \$100,000 will be reported as an award amount in Year 1; with the remaining increments being reported as they are received in future years. So, in essence you may receive a \$500,000 grant...but will only see \$100,000 listed on the monthly report as received.

Due to some awarded funding being received late and retroacted to a prior start date, awarded funding reports provided to the NKU Board of Regents at their regular meetings held throughout the year are noted as preliminary reports only. At the end of the fiscal year, a final annual report (including any corrections/modifications) will be provided to the BOR.

Action Requested: Principal Investigators are encouraged to review the Research Activity reports as they are posted to the RGC website each month and to report any discrepancies or inquiries to RGC@nku.edu. Campus will be notified as reports are updated on the RGC website via the RGC Updates & Reminders notifications.

Related Documents:

- [RGC Research Activity Reports](#)