

# Distribution of Balances of Research Project Accounts at Project End Date Policy

## Application

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This policy applies to all **University** academic **staff members** who are involved in **research** and **consulting** activities.

## Purpose

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To provide direction and guidance for the distribution of balances of research project accounts at project end date and is applicable to both externally and internally funded research contracts and grants that have reached their project end date.

## Background

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This policy has been developed and released in conjunction with the IRiS project and is effective for all project accounts ending from the date of this policy.

## Policy

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1. A research project are to remain open for 6 months after the project end date so that commitments made up to that date can be processed
2. After this time, balances remaining in externally funded research projects after all commitments have been processed are to be treated in accordance with client/funder requirements
3. Where an externally funded project has an Underspent (credit) balance at closure and return to the client/funder is not required, the balance is to be transferred in accordance with the Research and Consulting Incentives policy with the amount, if any, transferred to the relevant Principal Investigator's (PI) Research Development (RDA) balance as recorded in the approved project budget
4. Where an externally funded project has an Overspent (debit) balance at closure the first responsibility to recover this deficit is that of the PI
5. Following this, any remaining balance is to be transferred to reduce the relevant Principal Investigator's RDA balance
6. The amount, if any, transferred to reduce the relevant PI's RDA balance must be consistent with the distribution as recorded in the approved project budget
7. For externally funded projects, in the event that the relevant PI has an insufficient balance in their RDA at project closure to make good **the** overspend, the balance of the overspend amount is to be recovered from the PI's home department

8. For internal funds such as FRDF any unspent funds at project closure must be returned to the University.
9. Any over-expenditure is to be recovered from the PI's home department

## Definitions

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The following definitions apply to this document:

**Staff member** refers to an individual employed by the University on a full or part time basis

**Project end date** means the end date as specified in the contract and date research is due to be finished

**University** means the University of Auckland and includes all subsidiaries

## Key relevant documents

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- [Research Development Accounts Policy](#)
- [Research and Consulting Incentives Policy](#)

## Document management and control

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Owner: Chief Financial Officer

Content manager: Chief Financial Officer

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