

Exhibit A – Denver and Anschutz Medical Campus Process and Procedures

Timing	Performed by:	Action:
Within 90 days prior to Project End Date	Grants and Contracts	<ol style="list-style-type: none"> 1. Prepare and distribute monthly report that lists all projects at or within 90 days of the budget/project end date. Report will include: <ol style="list-style-type: none"> a. Budget/Project end date b. Cash Balance c. Budget Available 2. Report will function as notification for all deficit balances and as a reminder that the Monthly Financial Report Review Process should be current for all of these projects. 3. OGC will report to the PI/Department any unresolved costs charged to the project 30 days prior to the final FSR submission date. If the unresolved costs are not removed or resolved by the FSR due date, OGC will remove those costs from the project and charge them to the Department's designated speedtype.
	Department/Administrative Unit	<ol style="list-style-type: none"> 4. The PI/Administrative Unit reviews the projects on this list and ensure that: <ol style="list-style-type: none"> a. The Monthly Financial Report Review Process is up-to-date and all unusual items have been investigated and appropriately resolved b. All deficit balances have been appropriately resolved, and expenses moved to an appropriate program and in some cases, project. c. All unallowable expenses have been removed from the projects d. Budget deviations have been appropriately addressed e. Undocumented cost sharing has been appropriately resolved f. Funding Distributions for all employees staffed against each project have been appropriately updated to reflect the upcoming project completion, as necessary g. Outstanding encumbrances will be reduced to zero or documentation submitted showing these are valid and will not cause over-expenditures. <p>NOTE: All items listed above must be resolved within the 45 days after the project end date.</p>