

Question	Responsibility	Example	Best Practice
Were all the deliverables met and on time?	PI/Dept/College		
For fixed price contracts with invoices tied to deliverables, did the PI/Dept/College update OSP as deliverables were met?	PI/Dept/College		
Were the expenses incurred within the project period?	PI/Dept/College & OSP (sometimes)		
Were expenses allowable within the terms and conditions?	PI/Dept/College & OSP (sometimes)		
Were expenditures within the sponsor's communicated budgetary expectations?	PI/Dept/College & OSP (sometimes)		
Was the invoice submitted and on time?	OSP		
Was follow-up done on outstanding invoices?	OSP		
Did the sponsor provide everything we needed to do the research and meet deliverables?	Sponsor	Sponsor agreed to transfer materials to CSU which were essential to completely the research, but the materials were never delivered.	
Did the sponsor go out of business before paying in full? Or, did the sponsor file for bankruptcy?	Sponsor		
For foreign sponsors, were there political complications that resulted in lack of payment?	Sponsor		
If no response is received from the sponsor, did communication happen to find another contact?	OSP		
Did the sponsor fail to update CSU on contact changes for the project?	Sponsor		
Were amendments to the agreement not fully executed?	Sponsor & OSP		
Did the sponsor's business practices create obstacles in receiving payment?	Sponsor	Sponsor has an internal PO tracking system and they applied an invoice to the incorrect PO in their system, resulting in an outstanding receivable.	
Were payments received recorded correctly?	OSP & PI/Dept/College (sometimes)		
Was account in advanced spending status?	PI/Dept/College		
Was a sponsor's stop work order in place and spending continued? Was the stop work order shared with everyone in a timely manner?	PI/Dept/College & OSP		
For fixed priced awards when the deliverables are met, can the budget be reduced, invoice voided, and account balance is equal to or greater than \$0?	Solution-based approach	We have a fixed price award with a \$30K budget. The work is completed for \$10K. We have received \$15K cash from sponsor. OSP internally reduces the budget to \$15K to close out the project and then cancels outstanding invoices for the unpaid \$15K.	