

# September 2016

SPONSORED PROGRAMS ADMINISTRATION



## TRAVEL REQUEST / TRAVEL EXPENSE JUSTIFICATION

Faculty and staff that report to one of the colleges, divisions, or departments under Academic Affairs can now submit a singular [travel request](#) to meet the needs of both Academic Affairs and Sponsored Programs Administration (SPA). The updated form provides an approval section for PI and UEI signatures.

After the traveler completes the top section of the form, it will be routed in the signature order listed. SPA will forward the form to the Provost's Office unless the traveler or PI request that it be returned to them. Please contact your UEI account administrator with any questions.

## RESEARCH DATA RETENTION

Principal Investigators (PI) are required to maintain research data collected and/or utilized during the course of a sponsored project (grant or contract) in accordance with the sponsor or UEI's retention period, whichever is more restrictive. UEI's retention period is three years after the final financial report submission date for federal awards or final invoice payment for non-federal awards. Data is subject to audit during the retention period and must be made available upon the request of an auditor.

Research data collected from human subjects should be maintained in a secure location for a minimum of three years after the end of the study or retained in accordance with the requirements above if it is a sponsored project.

Questions about sponsored projects data retention can be directed to your UEI account administrator. Questions regarding the proper maintenance and retention of human subjects data should be directed to [Leah Vargas](#), Research Integrity and Compliance Officer, in the Office of Research Affairs.

## WORKSHOP SURVEY

SPA is soliciting topics for workshops on sponsored activity grants and contracts as well as University Support Program accounts. Workshops will be offered over the course of the 2016/2017 academic year. If you would like to see a specific topic offered, please complete [our survey](#). This survey will help us design training that meets the needs of the campus community.