

November 2018

SPONSORED PROGRAMS ADMINISTRATION



FIXED PRICE CONTRACT GUIDELINES

Revised Guidelines for Fixed Price Contracts have been jointly released by the Office of Research, Innovation & Economic Development (ORIED) and Sponsored Programs Administration (SPA). Fixed price contracts are uncommon for sponsored projects, most often utilized when requested by a sponsor. If you have a current fixed price contract or anticipate one in the future, please review the guidelines to understand the requirements and final disposition of funds. It is available for review at https://uei-sp.uei.csus.edu/wp-content/uploads/Fixed_Price_Guidelines.pdf.

UPCOMING OFFICE CLOSURES

UEI Offices will be closed on the following days:

- November 12, 2018 (Veteran's Day)
- November 22, 2018 (Thanksgiving Holiday)
- November 23, 2018 (Day after Thanksgiving)

CHECK DEADLINE THANKSGIVING WEEK

UEI will cut checks on Wednesday, November 21 due to the office closures for Thanksgiving. The weekly submission deadline has not changed so check requests and travel claims that are submitted to Sponsored Programs Administration (SPA) by 5:00 p.m. on Friday, November 16 will be mailed on or available for pickup on Wednesday.

Also see Office of Research, Innovation and Economic Development updates:

[Research Funding Update](#)

[Research Integrity Newsletter](#)