

# CLEMSON UNIVERSITY

## VICE-PRESIDENT FOR RESEARCH GRANTS AND CONTRACTS ADMINISTRATION

CU 04670

### **EFFORT REPORTS-CLEAR**

#### Description:

This series is required by law to document compensation provided to employees who work on a sponsored project or associated sharing project. Information includes the employee name and ID, the project chartfield strings for the employee's payroll, distribution, the name of the principal investigator, sponsor, the title of each project, and the percentage of effort paid from each chartfield string.

#### Retention:

3 years from date of submission of the final expenditure report; destroy.

*Supersedes CU 03093*

Revised 6/1/2015

CU 10577

### **POST-AWARD PROJECT FILES**

#### Description:

This series is created and maintained by the Grants and Contracts Administration office to document external projects awarded to Clemson University. Information includes proposals, award documents, award modifications, notifications, invoices, financial reports, and non-financial information, budget amendments, sub-award, correspondence, and other related project information.

#### Retention:

Office: 1 year from the date of submission of the final expenditure report;

University Records Center: 2 years, destroy.

*Supersedes CU 10578*

Revised 6/1/2015