

## GUIDELINES FOR GRANT JV'S OVER 120 DAYS

When a JV involves a **grant** and is **transferring charges that are over 120 days old**, here is the procedure:

- The department will prepare the JV, the JV explanation form **and** an explanation memo (which will serve as an exception request).
- The JV should include the departmental business staff person's signature, the PI's signature **and** the chair's signature.
- The memo can be from the PI **or** the chair, and it should be addressed to RFS. It should explain why the JV is being submitted after 120 days.
- The JV, JV explanation form, backup supporting documentation and the explanation memo should be forwarded to the business center.
- The Business Center will initial the JV, obtain the Dean's signature on the JV, and will forward entire package of documents to RFS.
- The Business Center will scan a copy of the completely signed **front** page of the JV to the department when the JV is submitted to RFS.