

Fresno State ORSP Guidelines: Steps to Take if Your Research Grant is Terminated

1. Review the Termination Notice Thoroughly

- Carefully read the notice to determine the reason for termination, the effective date, and whether the termination is full or partial. Note any instructions about closeout or appeals.

2. Contact Office of Research & Sponsored Programs (ORSP AVP, Jason Bush, jbush@csufresno.edu)

- Immediately provide the termination notice to ORSP and Post-award Grant Analyst, and relevant department chairs or deans. We will help review compliance with the award's regulations and strategize next steps.

3. Determine Allowable Closeout Costs

- Work quickly with your post-award grants analyst team to:
 - Segregate and document allowable closeout costs.
 - Review the award terms for closeout, asset disposition, and settlement procedures (including any non-cancelable obligations).
 - Notify the IRB or other compliance boards if human subjects, animals, or regulated materials are involved.

4. Assess the Possibility and Process for Appeal

- Consult with ORSP to determine whether the institution will appeal.
 - Appeals are often time-sensitive; the deadline may be as soon as 30 days from the notice.
 - Do not submit appeals directly as an individual PI; the process should be centrally coordinated.

5. Cease New Spending and Document Impacts

- Stop incurring new expenses immediately, unless advised otherwise by your administration, as costs incurred post-termination are generally at risk.
- Document all project impacts (student/staff support, ongoing contracts, lost data, unique situations) to aid in any appeal or negotiation.

6. Complete Grant Closeout

- Follow sponsor and university guidelines for final financial reports, deliverables, and disposition of property or data.
- Ensure all required reporting (including to subrecipients) is completed as soon as possible.

7. Communicate and Seek Guidance

- Stay in touch with ORSP regarding updates from the sponsor or the outcome of any appeal.
- If appropriate, notify collaborators or stakeholders about the termination and next steps.