

## OSP Financial Deliverable Types

### Notes

Be sure to confirm deadlines and report types in GMAS whenever a new award is set up or reporting terms are changed.

All "Auto" reports are pulled from GMAS/FRAP based on the GL. Interims take the GL as it closed for the relevant period. Finals take the GL to date.

Interim Auto reports will go out automatically to the sponsor based on the contact info we have. If possible, we'll email a PDF. If no email is on file, we'll mail a hard copy.

Auto reports can be prepared in Excel and/or adjusted manually if required. We will rarely do this for an interim report because any adjustments booked will just be reflected in the next invoice.

All finals will come with a closeout checklist from OSP that requires you to fully reconcile the fund.

| Code       | Description                                    | Preparer   | Comments  |
|------------|--|------------|---|
| FR-HUFR    | HU Standard Financial Report                   | OSP Auto   |   |
| FR-HUFR-B  | HU Standard Financial Report with Budget       | OSP Manual | Make sure the latest budget is easily found in GMAS doc repository  |
| FR-SF425   | Federal SF-425 Financial Report                | OSP Manual |   |
| FR-SF425SH | Federal SF-425 Short Financial Report          | OSP Manual |   |
| FR-SPFR    | Sponsor-format Financial Report                | Depends    | Make sure proper template is easily found in GMAS doc repository, or that notes on GMAS report accurately capture what needs to be done differently than usual. |
| FR-ANSREL  | Assignment and Release Form                    | OSP Manual | Needs to be signed by OSP AVP, and also OTD if patents involved   |
| FR-COSTSH  | Cost Sharing Report Form                       | OSP Manual | Internal Only   |
| FR-OTHER   | Other Financial Report                         | Depends    |   |
| I-HUI      | HU Standard Invoice                            | OSP Auto   |   |
| I-HUFI     | HU Standard Fixed Invoice                      | OSP Manual | Can be date or deliverable based. If deliverable schedule changes (formally or informally), make sure OSP is aware and GMAS updated                             |
| I-SF270    | Federal SF-270, Request for Advance or Reimbu  | OSP Auto   |   |
| I-SF1034/5 | Federal SF-1034/1035, Public Voucher for Purch | OSP Auto   |   |
| I-SPI      | Sponsor-format Invoice                         | Depends    | Make sure proper template is easily found in GMAS doc repository, or that notes on GMAS report accurately capture what needs to be done differently than usual. |
| I-RETENT   | Retention Invoice                              | OSP Manual | Internal Only; created for payments that'll be made upon receipt of final financial and/or technical report(s) without an invoice                               |
| I-IM       | Internal Memo                                  | OSP Manual | Internal Only; created for payments received without an invoice   |
| P-EXTwFnds | Pending Extension with Additional Funding      | OSP Manual | Internal Only; scheduled at end of award when extension likely  |
| P-NCE      | Pending No-Cost Extension                      | OSP Manual | Internal Only; scheduled at end of award when extension likely  |
| R-Review   | Internal review only                           | OSP Manual | Internal Only; scheduled when sponsor doesn't require reporting   |