

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
VICE PRESIDENT FOR RESEARCH & ECONOMIC DEVELOPMENT

SPONSORED PROGRAMS

8010 **SMALL GRANTS AND CONTRACTS**

Description:

Document the administration of small grants and contracts. Information includes Grant/Contract Award Notification, grant/contract proposals, account identification number, receipt number, principal investigator, budget account number, grant/contract period, grant expenditure reports, sponsor, and related correspondence.

Retention:

Grant records: 3 years after submission of fiscal expenditure report; destroy.

Contract records: 3 years after termination of contract; destroy.

Schedule approved 7/25/94