



THE OHIO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

Formal Sub-Certification

SUB-CERTIFICATION AREA

Does the college/office have an established process for reporting financial errors, problems, etc. to senior administrators within the college/office?

CONTROL

The Office of Research units: Research Administration, Industry Liaison's Office, Project GRO, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, Institute for Energy & the Environment, University Laboratory Animal Resources, OR Information Systems, OR Training, Education, and Communication, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science are instructed to report errors and problems to Office of Research Administration as soon as they obtain knowledge of the problem.

PROCEDURE

Once a problem is uncovered, the staff member and or Unit Head report the issue to the Office of Research Fiscal/Hr Officer for help in resolving the matter. If the Office of Research Fiscal/Hr Officer is unable to solve the problem or feels that the matter needs to be elevated, they will report the error to the Vice President for Research. The Vice President for Research is a direct report to the Executive Vice President and Provost and will communicate any crucial errors or problems for their resolution.

At the beginning of each fiscal year, an email communication is sent to all relevant staff within these units informing them of this process.

Documents Used to Support This Area

Annual Financial Error Resolution Process Email