

## **Grants Management Return to Sender Policy**

***Effective February 1, 2012*** the Office of Research will implement a return policy for grant related actions that are missing required information or that are determined to be inaccurate.

Upon review if an action is missing any element required for processing or the information provided is inaccurate the Office of Research will contact the department to request the missing information.

If the information requested is not provided to the Office of Research by close of business on the following day the item will be returned to the department unprocessed.

Once the item has been returned to the department it is the department's responsibility to provide the requested information and resubmit the action to the Office of Research for further processing.

These actions will be processed as if they have been received for the first time and processed in the order of receipt with all other incoming work for that date.

All exceptions to this policy require approval and will be addressed on a case-by-case basis.

A copy of the return to sender form can be found at:

[Sample of Return to Sender Memo \(PDF\)](#)