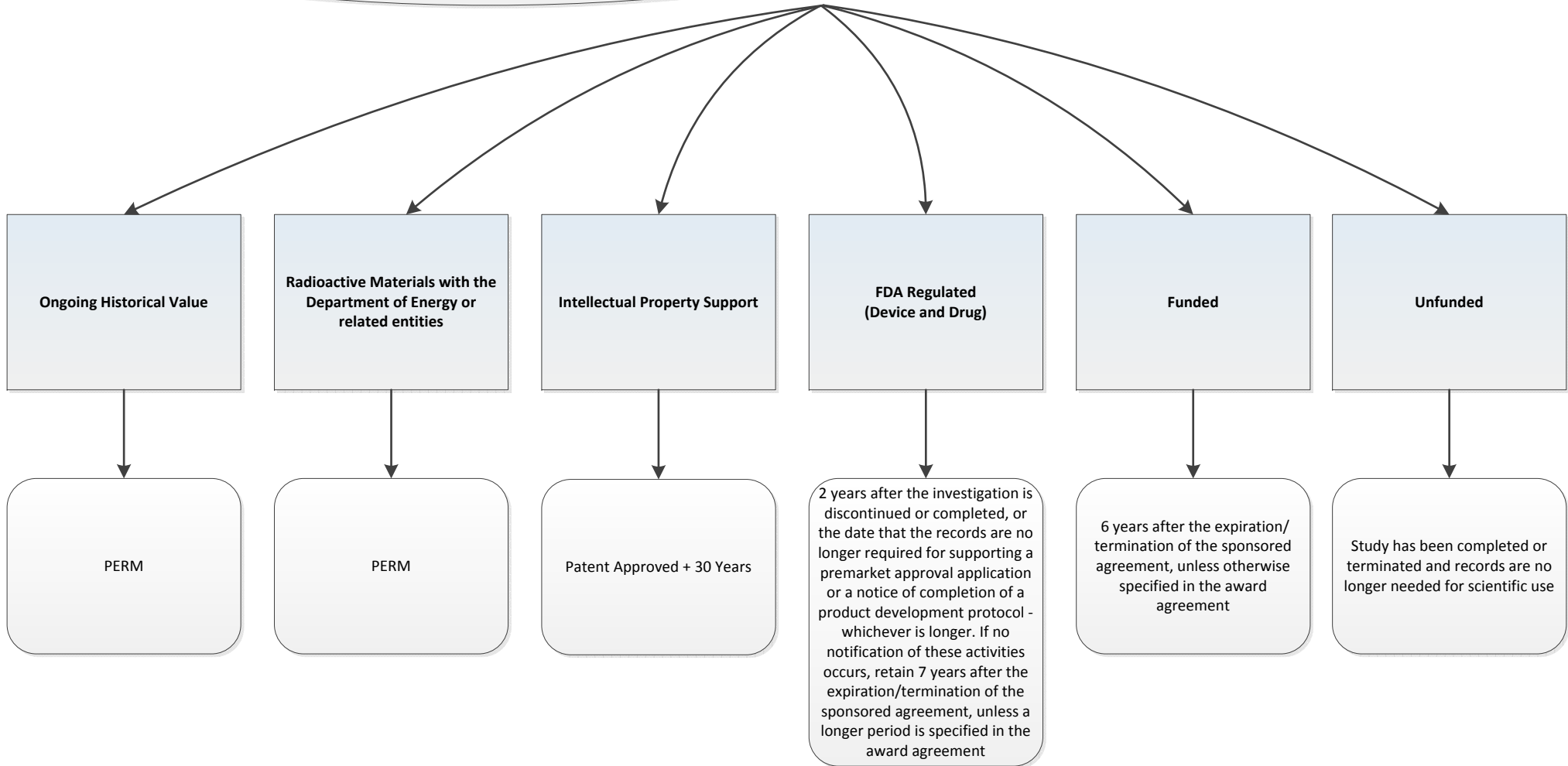


Sponsored project agreements records

Sponsored Projects Agreements Records document the life cycle of sponsored projects: including proposal and submission actions, agreement negotiations, awarding of funding or execution of agreements, issuances of subcontracts or sub-awards, ongoing administration, and termination and close-outs of the agreements. This group of records follows the administration and non-financial reporting activities surrounding sponsored projects.

Always check your study agreement for retention requirements. Follow the time listed in the agreement. If no time is listed, use the guidance below and check the UC Record Retention Schedule



General Counsel recommends longer retention periods for IRB and academic research records pertaining to children as subjects, (seven years after the children reach the age of majority [18 in California]) and for records pertaining to in vitro studies or pregnant women (25 years).

For more retention information go to the UCOP website and search for:
UC Records Retention Schedule and/or
Administrative Records relating to Research: Retention and Disposition Requirements