



Responsibility for Losses Policy

Effective Date:	July 13, 2023
Supersedes:	Responsibility for Losses Policy
Policy Review Date:	To be reviewed every 3 years from effective date
Issuing Authority:	Research Foundation President
Policy Owner:	Research Foundation Chief Financial Officer
Contact Information:	518-434-7050

Reason for Policy

This policy is necessary to allocate responsibility in the event of any Losses incurred by the Research Foundation.

Statement of Policy

Pursuant to Resolution 93-10 adopted on May 26, 1993 by the Research Foundation Board of Directors.

- a. Each campus or other designated operating location is responsible for Losses incurred by the Research Foundation as a result of action or inaction on the part of that location. Any such Losses must be charged against annual location sponsored program income, Location Reserves, or other sources of funds available to the location.
- b. The Central Office is responsible for any Losses incurred by the Research Foundation not attributable to any action or inaction on the part of the campuses or other designated operating locations. Any such Losses will be charged against the Corporate Reserves.

Exceptions

Any exceptions to this policy must be approved by the Research Foundation Chief Financial Officer or delegate.

Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Operations Manager or delegate	- Identify Losses and source of funds for those attributable to action/inaction on the part of that location
RF Chief Financial Officer or delegate	- Identify source of funds for Losses not attributable to any action/inaction on the part of the campuses or operating locations - Approve exceptions to this policy

Definitions

Losses – An amount of money lost or other financial damage or expense suffered by the RF, including, but not limited to: sponsor nonpayment, including sponsor nonpayment of prefunded at risk expenditures; sponsor disallowances; bad debts; over expenditures on grants/contracts; nonfulfillment of grant or contract requirements, including nonfulfillment of required cost share obligations; penalties, fees, interests or reimbursements imposed by a sponsor, including costs imposed by a sponsor or the Research Foundation for damages to equipment and property purchased or leased for the purpose of sponsored projects; costs incurred to enforce compliance; certain legal expenses, costs, fees, and liabilities.

Location Reserves – Funds allocated to the campus Research Management and Support account or other unrestricted funds as deemed appropriate by the campus or operating location.

Corporate Reserves – Accumulated fund balances or other funding as deemed appropriate by the Research Foundation Chief Financial Officer.

Related Information

[Write-Offs Procedure](#)

Forms

None

Change History

Date	Summary of Change
July 13, 2023	Clarified policy, updated format

Feedback

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