

WVUF Corporate & Foundation Relations - Standard Operating Procedure

Reporting

Updated: February 9, 2026

Purpose: Establish a consistent process for ensuring accurate and timely submission of all reports and no cost extension requests to external foundations.

Scope: Procedure applies to the CFR Team, principal investigators (PIs), unit business officers, development officers, and anyone identified to ensure the accurate and timely submission of progress and final reports for philanthropic grants received from external foundations.

Definitions: ***CFR Team*** – Corporate and Foundation Relations team within West Virginia University Foundation (WVUF) responsible for managing relationships and applications with external foundations; ***Principal Investigator (PI)*** – lead researcher or project manager for a grant-funded project; ***Director of CFR Operations and Support*** – central operations Director for WVUF’s Corporate and Foundation Relations (CFR) team responsible for the efficient, compliant, and documented flow of all CFR activities; ***Unit Business Officer*** – individual managing finances for a specific unit, specifically its operating budget, payroll, and research accounts; ***WVU Foundation Finance Team*** – team within WVUF responsible for financial oversight and fund management; ***Development Officer (DO)*** – director of development responsible for leading and executing fundraising and donor relations efforts specifically for a particular college, school, clinical unit within the university or health system.

Procedures for Interim and Final Reporting

Deadlines and Notifications: CFR Team maintains a centralized system to track all documented reporting deadlines (both financial and narrative) stipulated in the grant agreement.

- Director of CFR Operations and Support provides PIs quarterly budget updates.
- Director of CFR Operations and Support issues reminders the PI, DO, and other relevant parties approximately 60 and 30 days prior to reporting due dates.

Report Content Coordination: The Director of CFR Operations and Support will be responsible for coordinating the assembly of report materials with the PI, the unit business officer, the WVU Foundation Finance Team, and the unit DO when applicable. The DO serves as the liaison between the Director of CFR Operations and Support and the PI/faculty. PIs and/or unit DOs are expected to submit a request for Reporting Requirements to initiate the internal report development process via the Post Award Services Request in Foundation Services (New Request→Development→CFR Service Request→Post Award Services Request Form) or in “Services” on the CFR webpage @ <https://wvuf.org/ways-to-give/corporate-and-foundation-relations>. This should be done no later than 10 days prior to the submission date.

Report Narrative and Other Supporting Documentation: The PI will be responsible for providing project narrative information and any documents requested other than budget reports for the submission.

- **Foundations Utilizing Portals:** If the grantor is an External Foundation that utilizes a centrally managed online portal (accessed via the Institutional Login), the Director of CFR Operations and Support will provide the PI the specific questions or template for the narrative content on project progress 30 days prior to the reporting submission date. The PI will return these questions to the Director of CFR Operations and Support three days before the report due date to allow time for adequate review. Once all reporting materials are complete and ready for submission. The Director of CFR Support and Operations will submit the report via the online portal and send confirmation to the PI and any associated unit DO.
- **Foundations not Utilizing Portals:** For foundations that do not utilize a centrally managed online portal, the PI is responsible for submitting the reports and supporting documentation directly to the grantor. The PI must send copies of all interim and final reports, along with any related documentation, acceptance, or grant closure communications, to the Director of CFR Operations and Support.

Report Budget Development: The Director of CFR Operations and Support will collaborate with the WVUF finance team and unit business officer to prepare and review the financial data for budget reporting. A complete draft will be shared with all relevant parties for approval prior to submission. The Director of CFR Operations and Support will then compile, edit, and submit the final report using the institutional login for foundations utilizing centrally managed portals. For those not utilizing portals, the Director of CFR Operations and Support will compile, edit, and submit the final report to the PI and any associated unit DO.

- **Cost-Sharing or Matching Funds Review:** The Director of CFR Operations and Support will work directly with the unit business officer and the PI on budget reports required by the grantor to confirm and accurately represent expenses and cost-share or matching funds for projects.
- **Expenditure Review:** Expenditures will be reviewed before submission by the PI, at the unit business office level as expenses are submitted, and again at the time of report submissions by the Director of CFR Operations and Support. If expenses do not match the approved budget, the Director of CFR Operations and Support will work directly with the PI and the unit business office to correct any discrepancies.

Report Record Keeping and Documentation: The Director of CFR Operations and Support will ensure that final, submitted copies of all progress/interim reports, final reports, and related documents are shared with the PI, any associated unit DO, and all other relevant parties. The Director of CFR Operations and Support will enter plan steps reflecting all activities related to reporting and attach copies of reports and supporting documents as part of the corresponding giving plan within the funders' constituent record in CRM. A backup copy is uploaded into the funders' CFR SharePoint folder for future reference.

Please refer to the **Grant Closeout Standard Operating Procedure** document for the process to follow for closing a fund after final report submission.

Procedures for No-Cost Extension and Budget Modification Requests:

No Cost Extension and Budget Modification Requests: Each award will need to follow the policies of the granting organization outlined in the grant agreement or on the organization's website to request a budget modification or no-cost extension.

- The PI will **initiate** the request by first submitting a No-Cost Extension Request via the Post-Award Service Request form located in Foundation Services (New Request→Development→CFR Service Request→Post Award Services Request Form) or in "Services" on the CFR webpage @ <https://wvuf.org/ways-to-give/corporate-and-foundation-relations>.
- The Director of CFR Operations and Support will reach out and work directly with the PI to develop a formal extension request or budget modification request.
- The Director of CFR Operations and Support will submit the formal no cost extension or budget modification request to the granting organization utilizing the funder's preferred method for requests of this nature (email, parcel, centrally managed portal, etc.). If being sent by email, parcel, or as an uploaded document, the request should be written on WVUF letterhead and signed by the appropriate WVUF SLT member.
- Communication regarding the request being received by the funder will be shared with all relevant parties via email by the Director of CFR Operations and Support.
- The Director of CFR Operations and Support will update reporting steps in the corresponding CRM plan to reflect adjusted reporting due dates and ensure documentation is attached and stored in the comprehensive grant files discussed in the **Grant Acceptance and Project Initiation SOP** document.

PI Changes and Project Updates: Each award will need to follow the policies of the granting organization outlined in the grant agreement or on the organization's website to notify the granting organization of a change in PI or a project change.

- The PI can initiate the request by first submitting PI Change Request via the Post-Award Service Request form located in Foundation Services (New Request→Development→CFR Service Request→Post-Award Services Request) or in "Services" on the CFR webpage @ <https://wvuf.org/ways-to-give/corporate-and-foundation-relations>. The Director of CFR Operations and Support will work directly with the PI to create/document the formal PI change request for submission to the funder.

- The Director of CFR Operations and Support will submit the PI Change Request to the granting organization utilizing the funder's preferred method for requests of this nature (email, parcel, centrally managed portal, etc.). If being sent by email, parcel, or as an uploaded document, the request should be written on WVUF letterhead and signed by the appropriate WVUF SLT member.
- Communication regarding the request being received by the granting organization will be shared with all relevant parties via email by the Director of CFR Operations and Support.
- The Director of CFR Operations and Support will update reporting steps in the corresponding CRM plan to reflect reporting due dates and ensure documentation is attached and stored in the comprehensive grant files as discussed in the ***Grant Acceptance and Project Initiation SOP*** document.