**MEMORANDUM**

TO: Office of Research Integrity and Compliance

FROM: Andrea Brown, Sr. HR Director

*University of Utah Division of Human Resources Management*

Rosemary Norton, Sr. HR Director, Culture and Accountability *University of Utah Health Hospitals and Clinics Human Resources*

RE: Reporting of Corrective Actions to Office of Sponsored Projects

As part of our commitment to compliance with grant requirements, the University of Utah Division of Human Resources Management and University of Utah Health Hospitals and Clinics Human Resources will report corrective actions for defined behaviors of employees associated with grants paid from designated entities as defined by the Office of Sponsored Projects (OSP).

**Designated Grant Recipients**
Employees who are paid through chart fields 59xxxxxx or 585xxxxxx are identified as recipients of these grant monies and are subject to the reporting requirements outlined by OSP.

**Reporting Process**
To ensure compliance, the following process will be followed:

1. **Weekly Review of Employee Corrective Actions**
HRIS will generate a weekly report capturing all employees paid through chart fields 59xxxxxx or 585xxxxxx who have a disciplinary action or termination documented in PeopleSoft during the previous 2 weeks, due to behaviors listed in the matrix maintained by OSP.

**Reporting to OSP**
If an employee's termination or corrective action is linked to behaviors such as harassment, discrimination, or misconduct (as specified by the sponsoring agency or entity), the Senior HR Director for the relevant business unit/department will compile the necessary information. This information will be summarized and sent directly to research-conduct@osp.utah.edu and researchintegrity@utah.edu, providing a high-level overview of the employee's actions to allow OSP to determine whether it meets the threshold requiring a report out and follow up from OSP with the respective grant-awarding body as needed.

We will continue to partner closely with OSP to ensure that all required behaviors and actions are reported, allowing for compliance with grant terms and conditions.

Please reach out if you have any questions or need additional information.