POLICY BACKGROUND

When a sponsored project is scheduled to end, and no extensions are requested, the Office of Research and Sponsored Programs initiates the Closeout Procedure. This procedure ensures that all financial and programmatic sponsor requirements are completed.

Note: The deadline for submission of final documents for most sponsors is 90 days after the end date of the project. If the deadline is different, the Grant Administrator (GA) will note this when reviewing the status of the project with the Principal Investigator (PI) in preparation for Closeout. If reporting requirements are less than 90 days, the Closeout Procedures below will take place in a shorter period of time.

120 days prior to end date

- Sponsored Programs Manager (SPM) circulates a list of projects ending in 120 days.
- GA and GSC assess their projects to determine which are ending and which will receive extensions or continuations:
  - Crosscheck the end date information in BI with that in the contract letter or notice of award to verify the project end date.
  - The GA confirms that the PI is not requesting supplemental funding or a no-cost extension.
- GSC generates an email with the “End Date Notification Letter” text inserted in the body of email and a copy of a current financial report to PIs and their administrative staff. GSC notes that their GA will be contacting them shortly to discuss the Closeout process.
- As needed, the GA develops a budget projection for the project and reviews with their SPM. To develop a projection, the GA:
  - Identifies all outstanding personnel and operating charges, including:
    - **Personnel:** RRT, additional pay, staff and students
    - **Operating:** Stipends, procurement card charges, direct pay requests, travel claims, subaward/subcontract/vendor invoices, independent contractor invoices, University Corporation Work Order invoices, and any recurring charges on the project (lease, copier, telephone, etc.)
  - Generates estimates for these outstanding charges, as well as the associated IDC.
  - Creates a budget template that includes estimates for these projected/pending charges and the associated IDC. The GA shares this budget with the PI to verify that there are no additional outstanding charges unaccounted for in the budget projection.
  - Requests, as needed, a meeting with the PI and/or their administrative staff to review the projection.
90 days prior to end date
• As needed, GA budget projections have been communicated to PIs and/or their staff.
• If needed, GA schedules an appointment to meet with PIs and/or their staff to review projection and discuss sponsor and/or SF State closeout requirements.

60 days prior to end date: Preliminary Closeout
• As appropriate, the GA emails the PI to remind them of and award requirements and/or deadlines (technical report, final financial report, final invoice, cost share commitments, etc.).
• The GA works with the PI to identify employees (hourly and salaried) who are paid from the project and identify a new source of funding if employment is to continue past the project’s end date.
  i. If the award is not continuing and the PI has indicated the employee should not be terminated, the PI must identify another funding source for their continued employment.
  ii. If the award is ending and there is no additional funding to support this employee, the employee will be terminated.

End date: Award Closeout
• The GA and the PI review the project’s financial information in BI and highlight any outstanding issues:
  i. Open encumbrances/Purchase Orders: Verify all invoices have cleared and POs are closed
  ii. Recurring charges: Review and close any active POs or identify a new source of funds
  iii. University Corporation Work Orders: Review open POs and contact University Corporation staff to ensure that invoices are submitted within 45 days of project ending
  iv. Procurement Cards: Notify the P-Card Office that P-Cards associated with the closing project should be inactivated on the project’s end date
  v. Reimbursed Release Time: Review BI to ensure that all RRT has been charged to the project
  vi. Human Resources: Verify there are no outstanding time and/or absence reports to be submitted
• If applicable, the GA and PI identify any cost sharing requirements and ensure that proper documentation is obtained.

30 days after end date: Final Closeout Procedure
• The GA verifies in BI that all open encumbrances have cleared; closes any outstanding encumbrances/POs.
• The GA conducts a review of expenditures and confirms with the PI that the expenses posted to BI are the actual expenses to be reported on the final report/invoice. Some areas to pay special attention to include:
  i. Personnel and Salary expenditures: Review for accuracy. If there are discrepancies, the GA discusses the expenses with the PI and the Personnel Specialist.
  ii. Review outstanding Subcontractor or University Corporation Work Order payments and expenses, and confirm that subcontractor expenses are posted; if they have posted, close any outstanding POs.
• As appropriate, the GA contacts the PI after the project has ended to remind them of reports that are due (Technical, Patent, Equipment, Other).

Within forty-five days after project end date
• PI or project staff submit to ORSP all documents and back-up for outstanding project expenditures.
• GA verifies that all subrecipient, vendor and University Corporation final invoices have been submitted.
Submission of Final Invoice/Financial Report

- Two weeks before the final report is due, the FAA generates a draft of the final invoice or financial report based on the information in BI, and sends the draft to the GA and PI for review.
- If the GA or PI have concerns over the draft report, they must inform the FAA via email within one week of the email’s sent date. If a reply is not received from the GA or PI within one week, the FAA proceeds to submit the FSR/final invoice.
  i. If the PI and/or GA have concerns over the draft report numbers, the FAA, GA, and PI will work together to reconcile the remaining items before the final report is sent to the sponsor.
- Upon sending a final report to the sponsoring agency, the FAA emails a copy of the final report to the GA and PI for their records, and retains a copy of the report in the award files maintained in FA.

Accounts Receivable

- The FAA sends a monthly Accounts Receivable Aging report for review
- If accounts receivables are still outstanding, the FAA notifies the GA of the reason. If appropriate, the GA follows up with the PI. Examples of outstanding items that might require follow-up include:
  i. If technical reports are not submitted, the GA follows up with the PI to ensure submission
  ii. If the sponsor disallows certain charges, the FAA and the GA determine which charges are disallowed and determine a course of action. Disallowed expenditures may be charged to the PI’s department, or another source of funds as deemed appropriate.
  iii. If the sponsor does not receive the final financial report/invoice, FAA follows up with the agency
- When all accounts receivable have been collected and the account balances (revenue = expenditures = reported amount), GA will request and Fiscal Affairs finalizes the project inactivation in CFS.
- If the project ends with either a Surplus or a Deficit, please refer to the “Deficits and Surpluses Procedure” document for details on how to process.