



Learning with Purpose

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OFFICE OF RESEARCH ADMINISTRATION

**AWARD CLOSEOUT TOOL
FOR PRINCIPAL INVESTIGATORS/COLLEGE RESEARCH ADMINISTRATORS**

PIs are responsible for initiating the closeout of sponsored projects and for the timely submission of all required reports including final technical reports. While ORA and OTC prepare and submit many reports such as financial, property, or inventions and new technology, these are completed using financial data based on PI account activity and oversight. PIs must assure that expenditures are allowable, reasonable and allocable to their respective projects. In addition, the PI is responsible for ensuring necessary final financial adjustments are resolved promptly prior to the end of the award.

TO EXTEND OR RENEW AN AWARD

- Ensure all technical reports are current and up-to-date
- Request a [Request NCE](#) following the guidance on the ORA website

TO CLOSE AN AWARD

- PIs should perform the tasks listed below to ensure timely, accurate, and complete closure:

90 Days Prior to Award End Date

- Monitor the burn rate to date. Review the project budget and expenditures.
- Equipment and property purchases charged to the award should be final. Equipment ordered after this date will need justification to explain the delay.
- Begin a final review of all expenses to ensure all are valid, allowable and will post to the award before the final invoice is due to the sponsor. Reach out to your FRA for final invoice questions.
- Contact any sub-awardee investigators to confirm they are on track with their expenditures and other project related items in preparation for final invoicing and project close.

60 Days Prior to Award End Date

- Continue working on any incomplete tasks still outstanding from the 90-day list above
- Review and confirm salary charges on the project are correct. Revise Personnel Action Forms for personnel paid from this award so, if needed, they are paid from a different funding source as of the project end date. Confirm that all additional compensation requests are complete.
- Are there RA tuition, fees or H&W outstanding?
- Confirm sub-awardee investigators are on track with their expenditures and other project related items in preparation for final invoicing and project close.
- Confirm status of no cost extension request if requested.
- Confirm all cost share commitments are satisfied.



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- If there is government property on the award, contact your FRA to coordinate an inventory in preparation for final report, and to confirm if we have requested or received a disposition.

30 Days Prior to Award End Date

- Complete all previous tasks not addressed.
- Confirm that all charges to the project have been processed and posted (purchase orders, bankcard purchases and travel reimbursements).
- Close any outstanding encumbrances on project
- Confirm sub-awardee investigators are on track with their expenditures and other project related items in preparation for final invoicing and project close.
- Confirm status of no cost extension request if requested.
- Confirm that you (PI) and all UML personnel on the project have completed effort cards required on the award.
- PI's technical reports should be up to date and PI should be on track to submit the final technical report.

For any questions regarding closeout procedures, contact your FRA in the Office of Research Administration.