

Grant Closing Process

Sponsors require the filing of administrative and financial reports in order to close out an award. Most sponsors require receipt of the closeout documents within 90 days of the award end date. RAF requires receipt of closeout documents 60 days after an award's end date. Sponsor requirements may vary depending on the type of award and will be noted in the terms and conditions.

The Post-Award office e-mails a report each month notifying PIs and their financial managers of grants with project end dates within the next three months. This notice serves as a reminder to begin a review of the award to ensure a timely closeout. It also reminds the PI that they may need to request a No Cost Extension (NCE) to complete the work of the award.

Required Reporting

There are typically four reports required for closeout:

Type of Report	Office	Description of Report/Action
Technical	Pre-Award - PI	Verify that all technical reports have been filed by the Principal Investigator
Patent	Pre-Award - OTC	Verify any patents or inventions developed under award
Property	Pre-Award	Verify any property remaining on the award which belongs to the federal government
Financial	Post-Award	Summary of the final expenditures on the award.

As the grant closes, Pre-Award handles and coordinates the administrative close by working with the PI to complete the required technical reports, working with OTC to provide the patent and inventions report, and completing any required property forms. Post-Award reviews the expenditures and other financial requirements as part of the financial close as detailed below.

Post Award Checklist

I. Unallowable charges

This review includes expenses that:

- Are unallowable across all sponsored programs
- Are specifically disallowed by the sponsor
- May require sponsor pre-approval or exception, i.e. foreign travel or [Fly America](#) compliance
- If any charges deemed unallowable, we will request a FOAPA for write-off

II. Charges outside of the award period

Expenditures charged to an award must be incurred during the award period. Expenses that post outside of this period are reviewed for allowability and allocability.

III. Cost sharing commitments

Verify that all cost share commitments have been satisfied.

IV. Subcontract payments

Verify that all subcontractor invoices have been paid.

V. Correct calculation of fringe and overhead rates

Verify that fringe benefit and F&A rates have been applied correctly.

VI. Encumbrances remaining

RA&F can relieve encumbrances on tuition or stipend. Other encumbrances (including subcontractors) must be relieved via Purchasing.

VII. Overruns

If the fund is overspent, we will request a FOAPA for the write-off.

VIII. PI Certification

Post Award administrators will send out a certification memo and detailed expenditures report for the PI to review. We request that the PI review the expenditure report for accuracy and return the signed certification memo.

All of the items above must be completed before the final invoice and final financial report can be processed and submitted. This can only be accomplished through an active partnership with all stakeholders. If any issue does arise, please feel free to contact RA&F.