

## Contract and Grant Closeout Policy and Procedures

October 2016

### **Federal**

According to 2 CFR 200.16, closeout is the process by which the Federal awarding agency or passthrough entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in 2 CFR 200.343 (Closeout).

- ◁ Most agencies require that the submission of final documents and drawdown/invoicing occur within 90 days after the end date of the award. If these requirements are to occur in less than 90 days, the Closeout Procedures should occur within the allowed time.
- ◁ For financial report and drawdown/invoicing requirements and/or deadlines ORSP works with the PI and Accounting and Finance to coordinate the submission of the financial reports.
- ◁ PI and ORSP should coordinate with agency contact to initiate closeout process and seek guidance on specific agency requirements to ensure proper closeout of award.
- ◁ All expenses should be posted to the project before the final invoice or financial report can be submitted to the agency.
- ◁ The financial and programmatic reports should be submitted to the sponsor in accordance with the terms and conditions of the award. ORSP requests that PIs provide ORSP with all reports (programmatic and financial).

### **Non-federal**

Closeout is the process by which the sponsor determines that all applicable administrative actions and all required work of the award have been completed at the end of the performance period. When an award (contract, grant, or cooperative agreement) terminates these procedures should be followed to ensure the proper closeout of the award.

- ◁ When possible, ORSP staff should notify PI in advance that their award is scheduled to end. Preferably in 90, 60 and 30 day intervals.
- ◁ PI should work with ORSP to ensure final reports (programmatic and financial meet sponsors requirements)

### **Closeout Guidance**

- ◁ Upon determining that an award will end, all costs that were being charged to the award (i.e., salaries, P-card expenses, purchase orders, recharges, etc.) should be moved to other sources of funding if allowable.
- ◁ Confirmation that the final invoice and final financial report reflect all expenses to the project accurately.
- ◁ Confirmation that the final invoice and final financial report are submitted to the sponsor by the due date. Completion and submission of all sponsor requirements (technical, programmatic and financial).
- ◁ Identification of deficits and surpluses on projects.

- ◁ Inactivation of the project in accounting financial system so that no additional cost can be charged to the award.

## **Roles and Responsibilities**

### **ORSP**

- ◁ Ninety days before the end date of a sponsored project, the ORSP should contact the Principal Investigator (PI) to determine whether a no-cost time extension or supplemental funding will be requested. If a no-cost time extension is requested, the Grants Administrator facilitates this process Updated: October 2016 and updates the project folder with the new end date.
- ◁ Review financial and programmatic reports with PI.
- ◁ Coordinate with PI to close out the award according to this policy.
- ◁ Conduct Closeout interview with PI to review closeout procedures
- ◁ Complete Closeout packet and retain copies of all closeout documents and program related reports in accordance with campus policy.
- ◁ Notify Accounting and Finance department of award closeout and provide them with a copy of closeout packet.

### **Principal Investigator (PI)**

- ◁ Communicates with ORSP regarding any expense related, management related, or budget related issues before the end date of an award.
- ◁ Submits all documentation for expenditures to ORSP by the appropriate deadline.
- ◁ Ensures that cost-shared resources have been allocated to the project.
- ◁ Submits the necessary technical reports and meets any other technical or programmatic requirements of the award or agreement.

### **College or Department**

- ◁ Assumes responsibility for budgetary over-expenditures on the part of the PI.
- ◁ Assumes responsibility for disallowed costs incurred by the PI.

### **Accounting and Finance**

- ◁ Ensures that all cash is collected on the final invoice.
- ◁ De-activates the project in CFS.
- ◁ De-activates project salary accounts within the Human Resources Management System.

### **Deficits, Surpluses and Residual Funds**

ORSP works with Accounting and Finance to identify deficits and surpluses that occur when closing out projects, and provides f reconcile financial records.

When surplus or deficits occur the amount and source of the surplus or deficit is returned or absorbed by the Dean or responsible Department associated with the PI. In ca

deficit, the source of funding to cover the deficit should be agreed upon by the PI and College Dean or the responsible administrator.

**Record Retention**

Please see the CSUEB Record Retention Policy