

that are not yet recorded in the correct general ledger chartstring for the award, it is the responsibility of the PI to notify the Grants and Contracts Financial Analyst.

The PI is ultimately responsible for management of the award and, as such, must ensure that all expenses charged are accurate and allowable under the terms of the award and expenses are correctly recorded in the general ledger in a timely manner.

Reporting Criteria

The reporting process is based on the premise that all expenses posted to the general ledger for that award are accurate and allowable under the terms of the award. This assumption is made with the understanding that grant and contract funds are actively managed on an ongoing basis from the date of activation to the date of final termination. Periodic reviews of the costs incurred during the budget period must be routinely undertaken by the department and adjusting entries processed as needed and before the end of the budget period. Direct cost expenses that are considered erroneous or unallowable amounts must be adjusted and journalized to the appropriate source of funding within 90-days of the original transaction. In order to transfer a transaction that is posted past the 90-day period the PI must fill out the transfer justification form.

Pre-Close out Review

At least three months prior to expiration of the budget period the PI and department should review the funds relating to the award. All direct cost categories (salaries, equipment, supplies, etc.) should be reviewed for completeness, accuracy and allowability before the end of the budget period. All necessary adjusting journal entries and payroll adjustments should be made before the end of the budget period if possible. If more than the allotted time is needed to close out an award, the PI needs to contact the agency to request an extension.

Final Close Out Procedures

The following procedures should be followed by the department/PI during the close out period:

1. All activity must be concluded prior to the award closing and never beyond the last day of the performance period of the award.
2. Ensure that Pro-card and recharge center transactions are authorized and acceptable.
3. Subcontract/subaward balances should be verified to be correct. Verify that subcontractors have submitted all reports and completed all deliverables.
4. All required adjustments must be posted either during the budget period or no later than 60 days after the end of the budget period.
5. Submit change notice to close-out all open purchase orders.
6. Submit Sponsored Projects Close-out Checklist within 60 days of project end date.

7. Submit copy of the following reports to both ORSP and G&C Financial Analyst (if applicable):
 - a. All technical & program reports including final report
 - b. Final Report of Patent and Inventions
 - c. Final Property and Inventory Report

The following procedures will be followed by the Grants and Contracts Financial Analyst:

1. Send PI via e-mail a notification when the award ending period is within 90-days.
2. Send PI Sponsored Projects Close-Out Checklist.
3. Prepare final financial reports.
4. Verify that all encumbrances have been cancelled.
5. Verify that all required reports have been completed.
6. Depending upon contract- return residual funds to either the funder or department.
7. Request Budget Office to close out project number.

Record Retention

Funding agencies require that records on closed out projects be retained for a specified period of time so that they may access the records for audit purposes. Time periods can range from three to seven years or more.