



# Administrative Procedure

## Contracts and Grants Policy

<b>Number:</b>	<b>903</b>
Effective:	4/18/03
Supercedes:	
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**Subject:** FISCAL CLOSE-OUT PROCEDURES FOR SPONSORED PROJECTS

### Policy

All sponsored projects are required to go through a close-out process which includes the liquidation of all obligations incurred under the award, and culminates in submission to the funding agency of financial, performance, and other reports as required by the terms and conditions of the award. For Federal awards, Federal OMB Circular A-110 requires that close out occurs within 90 calendar days after expiration of an award, unless the agency authorizes an extension. Close-outs for non-federal awards will follow this same timeline unless otherwise specified by the granting agency.

To ensure compliance and timely completion of closing requirements, UAS Contracts & Grants is required to begin the close-out process 90 days before the sponsored agreement ends. The UAS director is required to provide appropriate oversight and management of the closing process, including proper reviews, approvals, and agency notifications.

### Procedures

- The Contracts & Grants financial analyst is responsible for preparing a close-out package that includes as applicable: final financial analysis of the grant account; under-expended fund analysis; over-expenditure analysis, including a notice requiring a 30 day reimbursement for any cost overrun; accounting entries and summary report documenting account close out; and the original approved financial reports for the funding agency.
- The Contracts & Grants accounting manager prepares a report, on a monthly basis, of grants due to expire within the next 90, 60 and 30 days, respectively. The report is forwarded to the assigned financial analyst for each grant on the list and the financial analyst notifies the principal investigator (PI), college fiscal officers, and ORSP of project expiration dates and reports due to the sponsor(s).
- No less than 30 days before a grant's expiration date, the assigned financial analyst works directly with the PI and college fiscal officer to ensure that all billings from off-campus and on-campus vendors have been processed for the project. Any outstanding accounts payable, payroll, and correcting cost transfer transactions will be processed within 30 days. Any outstanding encumbrances will be given 60 days beyond the grant's expiration date for the vendor to bill and for UAS to process the payment (if allowed by the terms and conditions of the award).

Approved:

Date:

4-18-03

- Upon final confirmation of all billings and payments, the financial analyst generates a project-to-date PeopleSoft expense report and reconciles the data with the PI to confirm that all costs are included and accurate. The PI is required to give final approval of the financial analysis.
- All close-out packages are prepared by the financial analyst, reviewed by the Contracts & Grants accounting manager, and approved by the director of Contracts & Grants.
- Original reports are sent to the funding agency and a copy is provided to the PI and to ORSP (compliance coordinator) for their records.
- A copy is also kept by the financial analyst along with the close-out paperwork in the official project file maintained in Contracts & Grants.

This policy is effective immediately and remains effective until further notice.