Award Closeout

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What is Award Closeout?

A collaborative effort to coordinate the completion of a project to meet all requirements and deliverables established as a condition of the award.
Closeout

• Begins 90 days before a grant end
• A time to settle all expenses that belong on the grant and to send final reports due
• Reconciliation throughout the sponsored project period assists with a smooth close out
• Department should strive to post all expenses on a grant by the end date to avoid loss of funding
**Closeout e-mail**
PI and RADM will receive a closeout email and talk about closeout plans.

**Prespending?**
Dept requests prespend chartstring for competing continuations.

**Effort Check**
Dept should stop using chartstring before effort reviewed. Respond to emails that require corrections - ASAP.

**Award End Date**
Grant has ended. No new expenses should post.

**Finalize Expenses**
Dept follows up on unposted expenses, and communicates status to ASRSP.

**FFR DUE**
ASRSP reviews expense for allowability and will submit before deadline and close chartstring.

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**Closeout Timeline**

**No Cost Extension?**
Dept either requests a NCE or begins final spending plan.

**Review Expense & Encumbrances**
Dept insures encumbrances are valid, reviews expenses to insure they are allowed, and initiates final PO’s or corrections.

**Internal Services Stop**
Dept should inform lab staff & internal service centers to stop using chartstring.

**Final Progress Reports**
PI prepares and submits Dept should keep a copy in file ready for auditors’ request.

**Final Invention Statement**
PI & Dept certifies final effort reports.

**Final Effort Reports**
PI submits carryover request to OSR if terms require approval.
Department contacts recharge center and lab staff of changes.

ASRSP GCFA contacts department about report. Includes an approved payroll journal on FFR.

A Recharge center expense posts for period after the grant ends. Somehow they didn’t get the message.

ASRSP sends an FCTR based on NUFIN information. Payroll is not showing up in NUFin but recharge cost is.

In the past, ASRSP would report corrected expenditures on future reports sent. **NOW a Grant is closed by Payment Management after 90 days.** Award is reduced to lowest number reported.

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Department discovers missing payroll, and old unpaid encumbrances

Department gets award ready except payroll journal over 90 days old (paper) being processed and moving through approval channels.

ASRSP processes the **weekly** LOC P subaccount draw within NUFin. **Payroll is not showing up in NUFin.**

Payroll journal posts in NUFIN after NIH closes grant. Department will have to cover payroll and other unallowable items on dept. chart string.

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Example of how Departments will lose funds based on 180 day closeout timeline
Transfer or Relinquishment

- Complete OSR-4 form 90 days prior to transfer or close
- Arrangements made for project personnel
- Work with INVO regarding any intellectual property
- Work with Accounting Services for equipment transfers
- Inform ASRSP to prepare financial report and close chartstring
- Follow standard closeout procedures
NIH Changes

- New NIH awards issued 10/1/2013 or later have a strict 90 day closeout window
- If ASRSP is unable to draw funds and submit the final report within 90 days of the end date of the award, approval from NIH will be required to get paid
- All expenses must be posted in NU Financials within 60 days of the end date to ensure payment from NIH
- Final subcontract invoices should be submitted within 45 days of the end date
- Beginning 10/1/2014, NIH will close all non-competing segments and re-issue under the new rules on a rolling basis
Questions?