A. General. To ensure proper award termination procedures, the Office of Sponsored Programs (OSP), the department/unit, and the principal investigator (PI) have each been designated specific responsibilities. Typical regulatory or contractual requirements for sponsored research projects include final technical reports, billings invoices, financial reports, technical reports, patent reports, and property reports, which are usually to be submitted within 30-90 days of the project end date. As such,Because of such requirements, it is important that closeout activities are finalized in a timely manner.

AB. Policy. It is the policy of the University to prepare and submit all required closeout documents within the time period specified by the terms and conditions of the award document. Beginning approximately three (3) months prior to the award termination OSP will provide department/unit and PIs notifications beginning approximately three (3) months prior to the award termination. Each notification will provide reminders of required actions and responsibilities for timely award closeout. Non-compliance with University required actions may result in disallowed expenses being disallowed. Additionally, failure to produce or provide required reports in the manner and according to the timeline prescribed by the sponsor may call into question the ability of the PI to manage the project.

BC. Process/Procedures. Departmental grant administrators (DGAs) and PIs should work together to review and verify to OSP via email: that all accrued expenses have posted to Banner; that no expenses incurred after the end date have posted to the award; and that all expenses are applicable to the project. Failure to respond to requests for confirmation of expense review will result in the submission by OSP to the sponsor of a final invoice based on what has posted to the Banner accounting system, net of any disallowed expenses. A detailed list of expenditures that have posted to the project can be viewed via the Banner report FWRITEM. If there are differences and/or any revised circumstances, the Department or PI should proceed as follows:

CB-1. Expense Changes and/or Revised Circumstances. If there are extensions of time required in order to complete the project or increased funding pending, the department/unit should notify OSP immediately.

CB-2. Expense Changes. Information on additional expenses that have not yet posted to Banner—unposted—that need to be included on the final invoice, should be submitted to the OSP Financial Unit by the due date specified in the “notice to final invoice” that is emailed at award termination.

CB-3. No Changes Required. If there are no corrections, the final invoice and financial report (if required) will be prepared from the information available in Banner. The DGA must verify the accuracy of the Banner numbers to the OSP Financial Unit by the due date specified in the “notice to final invoice” that is emailed at award termination. If there is no response, the invoice and report will be submitted to the granting agency based on the allowable expenses posted into Banner.

CB-4. Limited Revised Final Billings-Invoices and/or Reports. If revisions are needed after the final invoice has been submitted to the sponsor, OSP will evaluate whether to resubmit the final invoice and/or financial report on a case-by-case basis. A revised final invoice and/or financial report will not be done without written explanation from the PI, approved by the department chair or director, and the Director of OSP.
B-4.CB-5. Closeout Letter and Statement of PI Responsibility. When an award has terminated and all financial reporting has been completed, a “Closeout Letter and Statement of PI Responsibility” is forwarded to the PI and the DGA. This letter outlines the final financial numbers submitted and indicates any items pending completion. For audit purposes, documents relating to the award must be kept for three (3) years, or longer if specified by the award terms. The audit files maintained in by OSP consist at a minimum of the following items:

- Original Proposals and any additional proposals
- Award notices and any amendments
- Invoices and financial reports
- Cost sharing records
- Personnel Activity Reports Compensation confirmation (personnel activity reports or other mechanism) and payroll cost transfer records
- Inventory Property/equipment reports and patent reports
- Subcontract and service agreement documentation

In addition, the department/unit is required to maintain the following audit information:

- Technical reports (progress and final)
- Supporting documentation for cost transfers, inventory, and all expenditures
- Miscellaneous correspondence regarding the project(s)

C-D. Contact Information. Any questions regarding closeout procedures for grants and contracts sponsored projects should be addressed to the Office of Sponsored Programs at 208-885-6651 or osp@uidaho.edu.