### SPONSORED PROJECTS

#### CLOSE OUT GRID

<table>
<thead>
<tr>
<th>Before</th>
<th>During</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>90 days before budget/project end date</strong></td>
<td><strong>Within 60 days after budget/project end date</strong></td>
<td><strong>Within 120 days after budget/project end date</strong></td>
</tr>
</tbody>
</table>
| Review 3 months forward for final closeout  
- Will no-cost extension be needed?  
- Have the necessary requirements met (cost sharing, etc.) | Review 3 months forward for final closeout  
- Will no-cost extension be needed?  
- Have the necessary requirements been met (cost sharing, etc.) | Complete "Grants Closeout Check List"  
 i.e. Reduce budget to close, Delete account(s)  
 FAS expenses = Financial report expenses |
| - Review Encumbrances (PO’s payroll, travel, etc.)  
- Review Subcontract billing activity  
- Allowable costs  
- Cost Share/In-Kind Commitments (prop. vs. FAS)  
- Review Personnel $ | - Discuss with Dept Encumbrances (PO’s, payroll, travel, etc.)  
- Subcontract Billing activity  
- Allowable costs  
- Calculation of F&A costs  
- Cost Share/In-Kind Commitments (proposal vs. FAS)  
- Key Personnel % of sal commitment (proposal/award vs. FAS) | - All Encumbrances should be reflected on FAS (sub bills, PO’s, travel, etc.)  
- Final allowability review of charges to period of award period  
- E-mail OSP Manager confirmation of costs  
- Request OSP to Freeze account  
- Interim/Final Report copies from PI to OSP (progress, invention, etc.) |
| - Compile final accounting package and fax it to OSP  
  - Copy of outstanding encumbrances  
  - Call sub-recipients for Final Bill (if needed)  
  - Request copies of PI’s reporting requirements (i.e. progress, invention, etc.) | - Compile final accounting package with Dept.  
  - Copy of outstanding encumbrances  
  - Copy of journals for F&A adjustments  
  - Call sub-recipients for Final Bill (if needed)  
  - Request copies of PI’s reporting requirements (i.e. progress, invention, etc.) | - All Encumbrances should be reflected on FAS (sub bills, PO’s, travel, etc.)  
- All F&A Adjustments should be reflected on FAS  
- Final allowability review of charges to period of award period  
- Request from Department confirmation of costs  
- Interim/Final Financial Report to be completed  
- Freeze account  
- Interim/Final Report copies from PI (progress, invention, etc.) |
| - Send any information to OSP that should be sent to records retention with official grant file. | | - Complete "Grants Closeout Check List"  
 i.e. Reduce budget to close, Delete account(s)  
 FAS expenses = Financial report expenses |

**OSP**

- Discuss with Dept Encumbrances (PO’s, payroll, travel, etc.)
- Subcontract Billing activity
- Allowable costs
- Calculation of F&A costs
- Cost Share/In-Kind Commitments (proposal vs. FAS)
- Key Personnel % of salary commitment (proposal/award vs. FAS)

**Departments**

- Review 3 months forward for final closeout
- Will no-cost extension be needed?
- Have the necessary requirements met (cost sharing, etc.)
- Review Encumbrances (PO’s payroll, travel, etc.)
- Review Subcontract billing activity
- Allowable costs
- Cost Share/In-Kind Commitments (prop. vs. FAS)
- Review Personnel $