



Policy Name	Award Closeout
Policy Number	12000.015
Effective Date	January 5, 2016
Administrative Division	Division of Research and Federal Relations
Unit	Grants and Contracts

1.0 Policy Statement

The closeout process will begin during the last 120 calendar days of an active project period of performance. At such time, activities such as requests for extensions; liquidation of encumbrances; review of expenditures; reconciliation of draws and reimbursements; invoicing; and preparation of all applicable programmatic, technical, patent, property, and financial reports shall be completed and submitted to ensure a proper and timely closeout process of a sponsored award. All closeout activities shall be completed no later than 90 calendar days after the end date of the period of performance or earlier.

2.0 Purpose

This policy is designed to outline the University's adherence to Federal and other sponsor's requirements to facilitate the timely and accurate closeout of all sponsored awards and contracts in accordance with Federal ([Uniform Guidance §200.343](#)) and non-Federal requirements.

3.0 Definitions

- 3.1 Closeout - The process by which the awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the award have been completed. [§200.16](#)
- 3.2 No-Cost Extension - A request to extend a project period of performance with no additional funding from the sponsor to accomplish the goals and objectives of the project.
- 3.3 Non-Federal entity – A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or sub-recipient. [§200.69](#)
- 3.4 Period of Performance – Time during which the University may incur expenditures to carry out the work authorized under an award. [§200.77](#)
- 3.5 Residual Balance – Positive cash balance remaining after the completion of a fixed-price award.
- 3.6 Unliquidated Obligations – Amount of obligations incurred that may be encumbered and have not been paid.

4.0 Additional Information

- 4.1 The University must submit, no later than 90 calendar days after the end date of the period of performance or earlier, all financial, performance, and other reports for Federal awards as required by the terms and condition of the award. [§200.343](#)
- 4.2 Unless the awarding agency or pass-through entity authorizes a No-Cost Extension, the University must liquidate all obligations incurred.
- 4.3 All unliquidated obligations and encumbrances must be settled, paid or closed prior to the preparation of the final invoice. It is the responsibility of the Principal Investigator to notify Purchasing to close all encumbrances.
- 4.4 The University will refund any residual balance of unobligated cash paid in advance that has not been authorized to be retained by the University.
- 4.5 The University must account for any real and personal property acquired with Federal funds or received from the Federal government.
- 4.6 Requests for purchases submitted during the last 30 days of an award/project may be disallowed to ensure proper closeout.
- 4.7 Requests to purchase computing devices and equipment will not be approved 90 days prior to the end of an award/project to ensure proper closeout; unless, there are extenuating circumstances approved by the agency and the Vice President of Research and Federal Relations.

5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.