

W101: Closeouts - Is Our Job Really Done

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What is grant close out?

Where does grant close-out start?

For our institutions the grant close-out really starts as soon as the grant project starts. In setting up the award we record various information such as grant period end-dates and when final reporting is due.

What is grant close out?

Where does grant close-out start?

The grant process has ended and what remains are the submission of various reports. The time where information is gathered and compiled into reports and submitted to the funding agency is the close-out period. The typical period lasts for 90 days after the award has expired (under the Uniform Guidance it is now 120 days).

Closing out a grant is a group/community effort, and is similar to applying for the award. The PI and the Sponsored Programs office all have parts to complete during the close-out process. The PI will largely be responsible for the programmatic portion. While Sponsored Programs will be primarily responsible for the final financial reports.

What is grant close out?

When does close-out start?

The grant closeout process is initiated as soon as grant support ends. Recipients are required to submit all closeout documentation generally no later than 90 -120 days depending on agency after the expiration of the project period or after the grant transfers to a new institution.

What is grant close out?

Where do the close-out documents go?

At most federal agencies the program officers look at the science and programmatic aspects of the completed award, while the grants management area of the agency receives financial, intellectual property and other compliance reports of the award.

Please keep in mind any one report can be rejected or further information be requested by the agency.

Close-Out Timeline



90-120 Days Prior to End Date

Before the close-out period...

- Regular communication with PI will assist with timely project close-out. Keep the lines of communication open.
- Create a plan to transfer protocols.
- Create a final plan of spending with PI and their team. This will allow all final costs to be easily verified.
- Review personnel and tuition to be paid by the grant. Make sure all grant personnel appointments end at the end date of the award.

90-120 Days Prior to End Date (cont...)

- Review all outstanding commitment/encumbrances. Release any commitments that are no longer needed for the performance of the grant.
- Review expenses to make sure they are allowable, allocable, reasonable, consistent, and timely.
- Review all equipment purchased by grant to understand ownership.

90-120 Days Prior to End Date (cont...)

- Review cost share commitments.
- Expenditures should be posted on a timely basis, if there are delays a justification should be provided for the delay.

End Date of Award

At the End Date...

- Remove all personnel appointed to the grant. Ensure all time and effort reports are complete.
- Perform the final reconciliation of the award. Making sure questions related to expenditures have been resolved.
- Terminate all subcontracts. Verify final invoice has been received or will be received within 30 days.

End Date of Award (cont...)

- Review final cost share as required by grant. Be sure to compare this to the letter of award from the funding agency. Verify cost share was not revised during the period of the award.
- Resolve unallowable costs or overruns related to the award.

90 Days after End Date

Federal Financial Report (FFR)

The FFR is used to submit financial information about individual grant awards.

A final FFR shall be submitted at the completion of the award. For final FFRs, the reporting period end date shall be the end date of the project or grant period. The final FFR must be submitted within 90 days.

90 Days after End Date (cont...)

Final Research Performance Progress Report (RPPR)

This report is provided by the PI and is an integral part of the scientific close-out of the award/project. It provides an overview of the project goals and objectives accomplished during the project period.

The report is used as part of the closeout process to submit project outcomes in addition to the information submitted on the annual and interim RPPR.

90 Days after End Date (cont...)

Final Invention Statement and Certification

Per NIH “The statement shall include all inventions which were conceived or first actually reduced to practice during the course of work under the grant or award, from the original effective date of support through the date of completion or termination.”

A Final Invention Statement and Certification must be submitted within 90 days after the end date of the award.

90 Days after End Date (cont...)

Property Report

- This report lists all property purchased under a grant or contract (including property under subcontractors) regardless of ownership.

What happens next?

Keep in mind...

Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability.

Following closeout, the recipient remains obligated to return funds due as a result of later refunds, corrections, or other transactions.

What happens next?

How do I know when a grant is officially over?

What happens next? (cont...)

What happens to my reports?

The awarding agency will review these reports to ensure compliance with all the grant terms and conditions as well as to make sure you spent all the funds appropriately.

Handouts

Examples

Questions?

Thank you!

