

Grant and Contract Accounting Office Closeout of Sponsored Projects

Purpose

Federal and many other sponsored programs require final reports be submitted and all obligations incurred under the award liquidated no later than 90 days after the end of the period of performance. In accepting sponsor funding, the University has an obligation to comply with the sponsor's reporting requirements. Failure to submit these final reports and manage the fiscal closeout appropriately can lead to closer monitoring by the sponsor, future award delays, the sponsor withholding future funding to the Principal Investigator, the Principal Investigator's department and the University. This guidance discloses the University's roles and responsibilities with respect to meeting these final closeout report and submission requirements and final fiscal management of sponsored programs.

Background

The federal government has established Uniform Administrative Requirements for federal awards as prescribed in 2 CFR 200. These requirements set out the final administrative actions, including reporting, needed at the end of a sponsored program. This final reporting consists of a final performance report, a final fiscal report and possibly a final invention statement and equipment inventory report. Other final reporting requirements may be mandated in the terms of the award from federal or non-federal sponsors (i.e. list of publications or a security report).

Persons / Offices Impacted

- CWU Principal Investigators (PIs) with federally sponsored programs
- Principal Budget Administrator (PBA)
- School of Graduate Studies & Research (SGSR)
- Grant and Contract Accounting (GCA)

Process and Guidance

Central Washington University requires closeout of sponsored programs in accordance with federal regulations, specific sponsor policies and the terms of the award within the timeframe required by the sponsor. The exact nature of the reports required and the deadlines for their submission are typically outlined in the award terms and conditions or published sponsor policies.

It is GCA's responsibility, in consultation with the PI, to prepare and submit the final financial report to the sponsor, per sponsor requirements.

It is the Principal Investigator's responsibility to prepare and submit the final technical and/or performance report to the sponsor, per sponsor requirements. The PI will either submit or work with GCA on the final invention statement.

If the PI responsible for completion of the closeout documents is no longer with CWU, the department chair and/or applicable dean is responsible for assuring that a final performance report is submitted and information required to complete equipment and financial reporting is submitted to GCA and the sponsor.

GCA will send an email notification to the PI and departmental administrative contacts roughly 60-90 days prior to the end date of the award, informing them of the scheduled award end date and closeout responsibilities. At that time the PI, with the help of GCA, should check the terms of the award for the specific reports needed to fulfill sponsor requirements regarding his/her obligations. If a no-cost extension (NCE) is being contemplated for the project, the PI should discuss this proposed action with GCA. If it is determined, that a NCE is the right course of action, the PI should contact SGSR for approval and if needed, SGSR will submit the request to the funding agency. Once an extension is approved by the funding agency, it will be routed to all parties involved.

Responsibilities

PI:

- Review award terms and conditions for all closeout requirements.
- Review and confirm all expenditures on GCA detail and summary report.
- Draft final technical/progress report and submit to sponsor per sponsor requirements.
- Work with GCA on final invention statement/property closeout report to sponsor.
- Work with GCA on notifying all sub-recipients of requirement to submit final invoice, technical report and invention statement (if applicable) to CWU prior to prime agreement end date.

PBA:

- In coordination with PI, SGSR & GCA, ensure closeout requirements are completed for sponsored programs within unit/school/college.

SGSR:

- Enter sponsor electronic systems to approve closeout documentation as Institutional Authorized Official, if required.

GCA:

- Notify PI of fiscal closeout requirements.
- Work with PI on notifying all sub-recipients of requirement to submit final invoice, technical report and invention statement (if applicable) to CWU prior to prime agreement end date.
- Review and prepare project for closing and reporting (i.e. send PI detail and summary report and obtain confirmation)
- Prepare and submit final invoice and report per sponsor award requirements.
- Change status of project id to *inactivated* once all expenditures, cash and revenue are posted and cost share has been met.
- Work with PI on final invention statement/property closeout report to sponsor.