

# Award Closeout Tool for departments/units (DRA)

## Business Process

<b>Audience</b>	Research Administrators on Boulder Campus
<b>Process Owner</b>	RFS
<b>Effective Date</b>	May 2025
<b>Replaces</b>	

## Process Purpose

To collaborate with and provide a resource for campus research administrators to use when an award is within 90 days of ending through the end date for closeout.

## In Brief/Summary/Background/Why we do this/When is this important

OCG will begin sending automated emails notifying the PI and DRA of when an award is 90 days, 60 days, or 30 days prior to the end date. An award closeout tool has been developed by central office (OCG and RFS) for the DRAs to use as a communication mechanism between the campus business unit, and central offices. The campus business unit is required to complete award actions prior to central office completing the final award requirements. The award closeout tool lists items to review based on the timing of the award end date.

The award closeout tool is a downloadable form to be used by the DRAs for the closeout of the award. This form will replace the need for the grant accountant or closeout accountant to send initial emails. Upon completion of the form, the DRA will email the form to the project grant accountant along with any supporting documents and necessary explanations. This will be the indicator for the grant accountant to complete their final actions for closeout.

## Process:

1. The DRA will receive email notifications about the PI's awards that are ending within 90 days, 60 days, and 30 days. The first action is to decide with the PI if a No-Cost Extension is necessary. If there is no need, the DRA will download the "[Award Closeout Tool](#)" either on the CCO website or OCG website.
2. The DRA will review, and complete tasks related to each time interval starting at 90 days prior to the end of the award. When each task is completed, indicate this by marking the provided box.
3. When the award has ended, the DRA will focus on the last section of the form. Depending on the final financial requirements for the award, the DRA should be diligent in completing any tasks listed on the form.
4. The DRA will email the completed form along with any supporting documentation and necessary explanations of costs to the project (grant) accountant for the award no later than 30-45 days from the award end date.  
Note: Some awards may have a shorter timeframe for final financial requirements to the sponsor.
5. If further action is needed, the grant accountant will reach out to the DRA for resolution.