OVERVIEW:

PIs are responsible for overseeing the proper closeout of sponsored projects and the timely submission of all required reports including final technical reports. While the OCG and SPA offices prepare and submit many reports such as financial, property, or inventions and new technology, these are completed on the basis of documentation created by the department. PIs must assure that such documentation is adequate, accurate, and readily available. In addition, the PI is responsible for ensuring necessary final financial adjustments are resolved promptly at the end of the award.

If the award will be extended or renewed:

- Please ensure all technical reports are current and up-to-date
- Email *OCG Grants* if requesting a No-Cost Extension on a grant
- Email *OCG Contracts* if requesting No-Cost Extension on a contract

If you are preparing to close an award, please perform the tasks listed below to ensure timely, accurate, and complete closure

AT 90 DAYS PRIOR TO AWARD END DATE:

Monitor **burn rate** to date to uncover underspending and potential overspending.

Equipment and property purchases charged to the award should be finalized. Equipment ordered after this date needs sponsor approval or a written justification to explain the special circumstances for this exception.

- Complete the *Department Closeout Property Report* and submit it to *ocgproperty@colorado.edu*

Check your agreement terms for **final invoicing** instructions. *(Contact SPA Billing)* Begin reviewing the award's financial records now to ensure all valid, allowable expenditures will post to the award in the month *before* the final invoice is due.

Contact **sub-awardees** to notify them of the date by which final reports and a final invoice (clearly marked as "Final") must be received to ensure payment. Questions should be directed to *OCG Subcontracts*.

Will all **cost share** commitments be fulfilled by the end of the award? *(Contact SPA Cost Share Accountant)* Start working now to:

- ensure funds are transferred to c/s speed type and expenditures are posted per c/s agreement,
- obtain all documented in-kind contributions to provide to Cost Share Accountant,
- confirm with subawardees that their c/s commitment will be fulfilled and reported, if applicable

AT 60 DAYS PRIOR TO AWARD END DATE:

Continue working on any incomplete tasks still outstanding from the 90-day list above.

Labor charges:

- Confirm salary is charged correctly to the project
- Arrange with PI to transfer excess salary to another speedtype
- Revise personnel appointments paid from this award so they are paid from another funding source as of project end date

Are **tuition charges** on the award associated with the correct student?

Verify all **equipment expenditures** are appropriately charged and accounted for. Handle appropriate cost transfers.

Are **all expenditures** allowable, allocable, reasonable and consistent with the terms of the agreement? (Written justifications are required for unbudgeted expenses of computing supplies, postage, FedEx, administrative salary, etc. Written sponsor approval is required for unbudgeted administrative salary on awards granted after 12/26/14.) *(Contact Grant Accountant)*

If there is a **fabrication**, ensure that all expenditures charged to the fabrication ST are appropriate and that all expenditures for components of the fabrication are accurately charged to the fabrication ST. (Questions related to fabrications may be sent to *property@colorado.edu*).

Is there **government property** on this award? Contact OCG *(ocgproperty@colorado.edu)* to schedule an inventory in preparation for final report. Have we requested or received disposition?

AT 30 DAYS PRIOR TO AWARD END DATE:

Complete all **previous tasks** that have not yet been addressed and work on the final closeout steps.

Will **all charges** be processed and posted (purchase orders, procurement card purchases, and travel reimbursements)?

Close **encumbrances** that are no longer needed. *(Email Changeorder@cu.edu)*
- *(If this is a subaward email OCGsubs@colorado.edu)*

If any **inventions, patents, or copyrights** have resulted from this award, verify that the appropriate paperwork has been sent to Technology Transfer Office. *(Email TTOContact@cu.edu)* If no new technology resulted from this award, notify OCG. *(Email ocgcloseout@colorado.edu)*

Are all **ePERs** certified? *(Contact SPA Effort Reporting Accountant)*
- If ePERs will be not be released until after the project end date, ensure the salary amounts for all personnel paid in that semester are correct so their ePERs can be certified as soon as they are generated

Verify that project is current with all prior **technical reports**. Confirm project PI is working on the final technical report to be submitted before the required deadline.

For any questions regarding closeout procedures, contact ocgcloseout@colorado.edu.