



**Office of the Vice President for Research
Standard Operating Procedure**

**Externally Funded Award Close-Out
#1010
Effective Date: 01/01/2019**

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) close-out an externally funded award. This process will promote a consistent approach and understanding to ensure all externally funded awards are closed-out in the same way throughout the GO Centers.

II. Introduction

Every externally funded award that is coming to an end must be closed-out. The PAS must ensure award close-out occurs on time and is done correctly in coordination with Sponsored Programs Accounting (SPA).

III. Procedure

The externally funded award close-out process starts 90 days prior to the end date of the award. At this time, the PAS should meet with the PI to discuss all planned expenditures during the final days of the award and review the remaining funds in the grant budget. The PAS should ask if the PI needs a No Cost Extension (NCE). If the PI will request and receive an NCE, then award close-out will be delayed until the new final grant ending date, most likely one year later.

After meeting with the PI, the PAS should purchase all supplies as needed, as delaying the purchase towards the end date can be an audit issue. The PAS is responsible for monitoring and following-up on subaward line items.

Once the award ends, the PAS will check with SPA to ensure they are working on all close-out documents. SPA will prepare the final Research Performance Progress Report (RPPR) and Final Financial Report (FFR). Once all reports are ready, the PAS will obtain the PI's signature and approval of the final transaction report. This final step is typically done about 60 days after the grant close date.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version