Research Closeout Process
Overview
Why it’s needed

- To fulfill our obligation to the sponsor based on the terms and conditions of the award
- Required under federal regulations (OMB Circular A–110, Sec. C, Reports and Records)
- To fulfill our obligation to the University, proper closing of the award in our financial accounting system
- To ensure timely grant close-out
What are the benefits?

- Timely submission of programmatic / financial / technical / patent reports
- Avoid cost overruns
- Avoid spending after award end date, i.e. PAYROLL, copy cards, procurement cards
- Timeliness of cost transfers – must be completed within 90 day window after award ends
What are the consequences of not closing out an award?

- Non compliance with Federal regulations and sponsors terms & conditions

- Could jeopardize the University’s and/or Principal Investigator’s future funding with sponsor

- Could result in cost disallowance to the University based on audit findings
How will this work?

- Formal process has been designed
  - Full support of Deans Council & the Provost

- Involves ORAF, PI, the Department Administrator and if necessary the Chair, Dean and Provost

- **Checklist** and email notice will be sent the PI and Department Administrator **60 days prior to the project end date**
  - Must be returned to ORAF once action items are addressed
  - Time constraints on when the checklist is to be returned
Email memo

Northeastern University

Dear Professor Smith,

Our records indicate that the following research grant or contract, for which you are the Principal Investigator, will end on April 30, 2014.

Sponsor: Janssen Research & Development
Title: Project MENTIS: Rapid Pilot Research Development and Evaluation
Index Code Number: 507xxx
Banner Fund Number: 507xxx
Grant Code Number: G00004xxx

If you believe you received this email in error or anticipate an extension or renewal of the award, please notify Kimberly Deprey x4062, k.deprey@neu.edu

Otherwise, please review the attached Grant Closeout Procedure Checklist carefully. All items listed must be addressed to ensure the successful closeout of your project. To comply with federal regulations and institutional guidelines we ask that all Closeout Checklists be returned to this office 10 days prior to the award end date.

Thanks in advance for your cooperation.

Barbara Morris
Research Finance
The Office of Research Administration and Finance
GRANT CLOSEOUT PROCEDURES
(Please print and include in your award folder) ORAF Financial Analyst

Banner Info:

Award End Date:  Award Amount:

According to our records the above listed award is ending on the date above, and we are not aware of any pending time extension request. Please review the applicable items listed below. Respond via email to your Financial Analyst, so our office may begin the closeout process.

Please notify the ORAF Financial Analyst above via email if the following apply:

Formal Time Extension and/or Additional Funding Pending

YES □  NO □

If YES, please email your Financial Analyst any documentation that supports an extension, additional funding, or a request for such so that we do not terminate this account. If NO, please complete the rest of this form, and return to Research Finance by award end date. This award will be closed out.

CLOSEOUT CHECKLIST: All recurring items must be stopped or redirected from the award by the end date to ensure timely closure. Review the typical categories below and check off when the task, if applicable, is complete.

☐ Salary & Labor Distribution:
   Stop Charging: All Salary/Expense charged to this cost center must be moved off by the award end date. Review and correct any changes as necessary. PDC forms can be found on the HR/Payroll website for use in moving/correcting salary distributions. Please attach the PDC(s) (can be future dated):
   http://www.northeastern.edu/hrm/pdfs/hr-payroll/pdc-form-combined_05-13-2013.pdf

☐ Student employees — contact Student Employment to terminate/re-assign employment if necessary
   https://studentemployment.nau.edu/JobX_Home.aspx

☐ Procurement Card: YES □  NO □
   YES, Research Finance will contact Accounts Payable to cancel the Procurement Card.

☐ Copy Cards/Codes: YES □  NO □
   YES, YOU must contact Reprographics to terminate all copy cards and copy codes associated with this cost center.

☐ Animal Charges: Please stop all recurring animal charges against this award.

☐ Final Purchases/Encumbrances:
   Submit and approve any remaining invoices and follow-up on any that have not arrived in a timely manner.
   Review outstanding encumbrances on the award. Liquidate/cancel any?? encumbrances, refer to the Purchasing website for instruction:
   PO Change or Liquidation Request

☐ Correct Expenditure Type for equipment purchases: Review expenditure type for all equipment purchases, account codes 73001-73012. Items costing less than $1,500 must be coded as non-capital purchases.
   https://myfiles.nau.edu/webapps/bannerfinance/forms/Accounting.html

☐ Final Review of Expenses: Review the award terms & conditions and ensure that all expenses should be charged to this award and if not, transfer the expenses to a non-sponsored program cost center.
   https://myfiles.nau.edu/webapps/bannerfinance/forms/Accounting.html

☐ Cost sharing: Any committed cost sharing must be expended by the time the project ends.

☐ Sub-awards: Please remind each of your subrecipients to submit a final invoice (inserting FINAL at the top).

☐ Physical assets: Return all equipment, furniture, and other assets as authorized in the original proposal.

☐ Final Audits:
   • If required by sponsor(s), prepare for a final audit of all award expenditures.
   • Submit final documentation to the appropriate University office.

☐ Reporting:
   • Ensure all final required reports have been submitted to the sponsor(s).
How will this work? cont.

- 2\textsuperscript{nd} notice (Final Closeout Checklist) will be sent at award end date to everyone that received the initial list AND department Chair
  - Also has time constraints attached to it

- If 2\textsuperscript{nd} notice is not returned ORAF
  - Dean is notified (60 days after award end date)
  - Provost is notified (90 days after award end date)
Grant Close-out Timeline

60 Days Prior to Project End Date
- ORAF sends close-out notice and checklist to PI and administrator

Project End Date

60 Days After PED
- ORAF sends 2nd close-out reminder and checklist, Chair copied
- If open items remain, ORAF escalates to the Dean

120 Days After PED
- Final Close, Grants beyond this date may result in audit findings

30 Days Prior PED
- Checklist is a reference resource if open items require an extended period to resolve

30 Days After PED
- PI and Admin have this window to close open items
- ORAF works with PI/ Admin to resolve issues

90 Days After PED
- ORAF escalates to Provost Office if open items remain
- All reporting obligations to sponsor due
# University Prior Approval Form

**Northeastern University - Office of Research Administration and Finance - ORAF**

**UPAF - University Prior Approval Form**

Request for Review and Approval of Proposed Action Related to a Pending Proposal or Sponsored Project

<table>
<thead>
<tr>
<th>Principal Investigator(s)</th>
<th>Department(s)</th>
<th>Agency</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Period</th>
<th>Project Period</th>
<th>Award No.</th>
<th>NU Budget (Fund) No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>End Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Programmatic Justification Needed for Each Action Requested

Please attach an explanation for the programmatic need for any of the changes as noted below.

- **No Cost Extension**
  - New termination date:

- **Equipment Purchase**
  - Special Purpose: Request to purchase equipment having an acquisition cost of $1,500 or more for items not identified in the original agency-approved budget and for which purchase is required.
  - General Purpose Equipment: Request to purchase general purpose equipment will not be approved unless it can be demonstrated that it will be used exclusively for the conduct of research.

## Request for Advance Account

Please attach correspondence from the funding agency pertaining to the status of the award, a budget for the amount of the advance account, and a justification as to the need for the advance account.

**Please note that the start date, once entered into Banner, cannot be changed.**

**Advance Account Start Date**

**Advance Account End Date**

**Expected Amount of Award**

**In the event the award is not made, or there is a gap in the funding, then unrestricted funds will be utilized to cover expenses from:**

<table>
<thead>
<tr>
<th>Name of College or Unit and/or Banner #</th>
<th>In the amount not to exceed</th>
<th>From unrestricted account number</th>
<th></th>
</tr>
</thead>
</table>

**Check if project involves use of:**

- Human Subjects
- Animal Subjects

**Date on which Institutional Compliance Division approved Human or Animal Subjects Protocols**

**Approval Date:**

## Certifications and Approvals

**Certification of Principal Investigator(s):**

This request is proper to and consistent with the scope and objectives of the project as approved by the agency.

**Signed By:** Principal Investigator  **Date**

**Signed By:** Principal Investigator  **Date**

**Approvals:**

This request has been reviewed for consistency with Agency, University, college and departmental policies, and approval is recommended.

**Signed By:** Department Chair and/or College Dean/Unit Head/Designee as applicable  **Date**

**Signed By:** RAf Grant & Contract Specialist  **Date**

**Approved By:** Director, RAf/Designee  **Date**
New Related Policy

- Policy on Research Grant Closeout Balance
  - Purpose – to establish guidelines for closing out remaining balances
  - Supports the Grant Closeout Process
New Related Policy cont.

Types of Balances

- Deficit – amount by which expenditures exceed a sponsored budget
  - PI responsible to identify non-research fund to fund the amount over budget
  - 90 Days after the Project End Date, ORAF will send a notification to the Office of the Provost if the deficit has not been resolved

- Residual – cash or unobligated balance remaining after the project end date and after all appropriate expenditures have been charged to the grant
  - ORAF reserves the right to evaluate the circumstances of a particular situation and make a determination about the appropriate disposition of funds
Where can I find more Information on the Closeout Process

- ORAF website
  - http://www.northeastern.edu/research/raf/lifecycle/manage-my-award/grant-closeout-process/

- Research Finance contacts
- Jim Richard – Assistant Director / Closeout Coordinator
  - Claude Bellot – Financial Analyst
    - NSF, NSF–PT, Foreign, Foundation
  - Mark Chisholm – Financial Analyst
    - HHS, HHS–PT
  - Barbara Morris – Financial Analyst
    - State, Corporate
  - Ed Murphy – Financial Analyst
    - All other Federal
Questions?