



Sponsored Program Closeouts

Reporting Responsibilities

- **Principal Investigators (PI's)**

are responsible for preparing and submitting all technical reports and disclosure statements associated with their sponsored projects.
- **Departmental Business Offices (DBO's)**

working in conjunction with their PI's and post award administrators, are responsible for finalizing the costs associated with their sponsored projects.
- **Post Award Administrators**

are responsible for preparing and submitting final financial status reports required by sponsoring agencies.

Closeout Policy

- Award Closeout Activities
 - Award Reconciliation
 - Shadow System
- Checklist
 - 60/30 days before end date
 - 30/90 days after end date
- Close Commitments

Final Costs

- All program costs (including payroll) need to be finalized and recorded in the appropriate 4XXXXX account on the general ledger thirty (30) days prior to the due date of the final fiscal report.
- The PI and DBO
During the finalization period, the PI, DBO and DGCA should review program expenditures for any unallowable costs and agree on the appropriate adjustments.

Cost Sharing Information

- Close out of all cost sharing accounts follow same procedure as the prime award
- 22-XXXX Budget Accounts
Fringe Benefits, Tuition, F&A
- 40-XXXX or 4X-XXXX Cash Accounts
F&A

Technical Reports

Technical reports must be filed with the sponsor within the due dates established under the terms of the award.

- DGCA will ask the PI for confirmation that the technical report has been filed with the sponsor.
- If a reporting extension is needed, a copy of the letter requesting an extension of the due date of the final report, must be sent to DGCA.
- The PI must also retain a copy of the technical report.

Unallowable Costs

If any unallowable charges remain on an account after the final fiscal report is filed, they must be cleared by the PI/DBO within six months after the award termination date. If the unallowable charges are not cleared, DGCA is authorized to transfer the charges to any related F&A return account of the Department and if funds are unavailable in the F&A return account then DGCA is authorized to charge the 20XXXX account of the administering unit.

Delinquent Reporting

If and when delinquent reporting becomes a chronic problem with a particular PI, he/she risks the suspension of the processing of new proposals and new account requests until the delinquent reports are submitted by the PI and accepted by the sponsor(s).

Close Outs

- Sub-recipient Closeout Documents
- Need invoices marked FINAL from sub-recipient
- Technical Report
- Cost Sharing documentation if required

Close Out Reports

- Closeout Reporting
 - Dollars Remaining
 - Process for Reporting
 - Technical Reporting
 - Cover Letter
 - Final Invoice / Financial Report

Other Reports

- Equipment Inventory Reports
- Patent, Invention and Intellectual Property
- Small Business Subcontract Reporting
- Release Statements

Close Outs

- Tuition Remission
- NIH Salary Cap
- NIH G/A Cap
- Award Transfer
 - Award
 - Equipment
- Receivables
 - Uncollected

Record Retention

- A-110 Requirements
 - 3 years after the final exchange of paperwork
- Sponsors Requirements vary.
- University Policies
 - <https://www.rci.rutgers.edu/~rurecmgt/index.shtml>

Discussion and Questions?