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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 GCA and OSP 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 project.

**\*If the project will be extended or renewed:**

- Please ensure all technical reports are current and up-to-date.
- Complete the internal [No-Cost Extension](#) request form.
- An [advance account](#) may be requested when a PI anticipates a sponsor will provide official documentation of a new end date, with or without additional funding. This is a UofM action and does not involve a request sent to the external sponsor.

**\*If the project will close**, please perform the tasks listed below to ensure timely, accurate, and complete closure of the award.

AT 90 DAYS PRIOR TO **PROJECT** 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.

Check your agreement terms for **final invoicing** instructions. ([Contact assigned GCA for 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 the [OSP Subcontracts Specialist](#).

Is there an associated cost share account? If so, will all **cost share** commitments be fulfilled by the end of the award? ([Contact GCA Cost Share Accountant](#)) Start working now to:

- ensure funds are transferred to c/s account codes 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 **PROJECT** 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 account code type
- Revise personnel appointments paid from this award so they are paid from another funding source after the project end date. Submit the effort change request to the assigned GCA for execution before the project end date.

Verify that **tuition charges** on the award are associated with the correct students?

Verify all **equipment expenditures** are appropriately charged and accounted. 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 assigned GCA](#))

If there is a **fabrication**, ensure that all expenditures charged to the fabrication type are appropriate and that all expenditures for components of the fabrication are accurately charged to the fabrication account code type. (Questions related to fabrications may be sent to [property@memphis.edu](mailto:property@memphis.edu)).

Is there **government property** on this award? Contact GCA ([grant@memphis.edu](mailto:grant@memphis.edu)) to schedule an inventory in preparation for final report. Have we requested or received disposition?

AT 30 DAYS PRIOR TO **PROJECT** 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. ([Complete Change Order in Tigerbuy](#))

- (If this is a subaward email [osp@memphis.edu](mailto:osp@memphis.edu))

If any **inventions, patents, or copyrights** have resulted from this award, verify that the appropriate paperwork has been sent to the [Technology Transfer Office](#). If no new technology resulted from this award, notify GCA. ([Email: grants@memphis.edu](mailto:Email:grants@memphis.edu))

Are all **effort forms** [certified](#)?

- If notice for effort certification 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 effort certification form can be certified as soon as they are generated. ([Contact GCA at grants@memphis.edu with questions.](#))

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.

**1-60 DAYS AFTER PROJECT** END DATE:

Repeats the same actions and tasks as the 90-60-30 days prior to end date (i.e. work with GCA to transfer expenses & deficits, transfer job labor distribution, accrue unposted expenses).

Submit Closeout Certification to OPAM: Documentation (sponsor specific, if required), Cost share report if applicable, Unliquidated obligations.

**60-90 DAYS AFTER PROJECT** END DATE:

Repeat the same actions and tasks as the 90-60-30 days prior to end date (i.e. work with GCA to transfer expenses & deficits, transfer job labor distribution, accrue unposted expenses).

PI prepares and submits the Final Report(s).

**120 DAYS AFTER PROJECT** END DATE (**NIH & NSF**):

PI submits Final Report(s).

**For any questions regarding closeout procedures, contact [opam@memphis.edu](mailto:opam@memphis.edu).**