AWARD ENDING NOTICE

Our records indicate that the above referenced award is scheduled to end on MM/DD/YYYY with a final invoice and/or report due to the sponsor on MM/DD/YYYY and MM/DD/YYYY, respectively. The process to financially close this account must begin now.

For your convenience we have attached two (2) Business Warehouse reports reflecting the present award balances. Please use these reports as well as the Grants Management (Faculty) Report: Grant Expense Detail report to ensure that the charges currently recorded against your award are allowable and allocable.

Please review the following checklist with your financial administrator to ensure that the award is ready for timely closeout.

Payroll– Are the salaries of key project personnel properly charged to this account in accordance with the level of effort proposed to the awarding agency? All other salaries should be expensed or encumbered through the payroll system at this point.

Operating Expenses – Are any expenses outstanding? Verify departmental encumbrances against SAP/BW records and track all outstanding items. Remind all project personnel to submit any last minute expenses so that these are processed before the end date of the award.

Access Codes - Notify Telecommunications to discontinue charging long distance access codes to this account as of the end date of the award.

Cost Sharing– Verify that all required cost sharing has been met and properly documented. We have enclosed a Cost Sharing Documentation Form if reportable cost sharing is applicable to your award. Only complete the Form if cost share is being reported from an account other than Sponsored Program Number _____.

Subcontracts– Are subcontract obligations complete? Remind subcontractors to submit final invoices within 45 days of the end date of this award.

Equipment– Notify Property Management if this award has a fabrication that is now complete. Fabricated assets should be converted to capital assets before the award is closed out. If this award has Federally-owned or Government-furnished equipment, Property Management will complete the required property reports and coordinate final disposition instructions with the Federal Government.

Final Reports – Research Accounting will submit the final financial after verifying the ending balance with your department. The Office of Sponsored Programs will contact you regarding non- financial final reports.

Over expenditures– Any over expenditure must be resolved before the award can be closed.

Noncompliance with award closeout policies, including late submission of financial status reports, may jeopardize future funding from sponsors. Your timely attention to these closeout details is greatly appreciated. Please do not hesitate to contact me if you have any questions.