Closing Sponsored Awards

APM 60.20

March 2011
Learning Objectives

• Compliance requirements and responsibility to close an award of the:
  • Principal Investigator (PI)
  • Research Administrator
  • Sponsored Programs Office (SPO)
Definitions

• Notice of Grant Award (NGA) – Legal document of an award outlining all terms and conditions.

• Period of Availability – The official start and end dates of the sponsored award.

• Reporting Period – Time period from the end of the period of availability until the due date for all final reports.
Definitions

• Principal Investigator (PI/Co-PI) – Named by sponsor on award document with overall responsibility to manage the award.

• Research Administrator – Individual assisting PI with the fiscal management of an award.

• Sponsored Programs Office (SPO) – Campus office to manage administrative duties and monitor compliance related to sponsored awards.
Award Cycle

1. PI Develops Proposal
2. SPO – Review & Submit
3. PI – Manage Award
4. SPO / PI – Accept & Establish
5. PI / SPO – Close Out
PI Responsibility – Final Review

• Ensure all costs charged to award are:
  • Allowable
  • Within period of availability
  • Documented
• Outstanding charges identified
  • P-card
  • Feeder systems (e.g. telecommunication)
• Deficits must be cleared
• Cost transfers timely made
PI Responsibility – Final Review

Ensure compliance requirements met for:

• Committed Effort - PI and key individuals
  • PI - 25% reduction in effort or 3 month absence
  • Significant changes of key individuals
• Subawards – final invoices and deliverables received
• Cost sharing commitments
  • Mandatory and voluntary
  • Changes in category of cost share from award
• Other requirements per award agreement
  • Program income
PI Responsibility – Final Review
PI Responsibility - Administrative

• Update payroll distribution (PAFs)
• Cancel P-cards and feeder systems
• Retain documents for required period
  • PI retains scientific data
  • Department retains transactional data
• Return non University owned assets to sponsor
Research Administrator Responsibility
SPO Responsibility - Final Review

• Works with unit to closeout award
• High level compliance review to ensure:
  • Terms and conditions met
  • Subaward invoices received and paid
  • Deficits cleared
  • Technical report completed
  • Reasonableness of cost transfers
  • Costs are allowable and inline with budget
SPO Responsibility - Administrative

• Submission of final invoice to sponsor
  • Excess funds de-obligated
  • Reconciliation of program income
• Documentation for permanent file
  • Proposal, Award, Effort Verification Reports
• Confirm non owned assets returned to sponsor
• Complete transfers on fixed price contracts
• Inactivate project in financial system
• Submits final financial report to sponsor
Impact of Noncompliance

• Potential A-133 audit issue – part of terms and conditions of award
• Inability to collect on final invoice, due to:
  • Delay in subaward invoices
  • Incomplete costs (feeder systems)
• Current proposals may be suspended
• Jeopardize opportunities for future awards
Concluding Points

• All terms and conditions of the award must be met.

• Responsibilities for final reporting
  • PI – technical other programmatic reports
  • SPO – financial, equipment, and intellectual property reports and invoice
References to University Policies

- **Accounting Policy and Procedures Manual (APMs):**
  - 60.07 – Allowable Costs and Cost Principles
  - 60.07.01 – Certification of Allowable Costs
  - 60.20 – Closing Sponsored Awards
  - 20.25 – Non University Owned Equipment

- **Business Policy Manual (BPM):**
  - 213 – Correction of Income & Expense Items
Additional Information

- [Financial Compliance Training](#) website:
  - Online training materials
  - Roles and Responsibilities
  - Reference Guide for Sponsored Programs

Please Click Here to complete the Training Survey