

Timeline for Facilitating a Smooth Award Close-Out

Over the life of the award:

- Reconcile the ledgers on a monthly basis to assure that all allowable expenses are recorded and booked appropriately. Any inapplicable expenses should be transferred to an appropriate fund within a timely manner.
- Review Personnel Activity Reporting System (PARS) reports to ensure correct salary caps and percents of efforts have been used.
- Check the actual expenses against the approved budget to ensure the fund is within the allowable agency re-budgeting guidelines. Ensure that spending patterns are consistent.
- Check the F&A expenses to ensure the correct rate and base has been applied.

One year – 9 months prior to expiration:

- Determine if the PI will submit a competitive renewal or a new proposal for funding.

3 – 5 months prior to expiration:

- If the grant is not going to be funded, are there other funds to cover the personnel costs once the grant expires?
- If other funding is not available, layoff paperwork for personnel should be started.

2 months prior to expiration:

- Will there be a balance at the project expiration?
- Will the work be complete by the project expiration?
- If work is not completed, request a no-cost time extension.
- If work will be completed, continue with the close-out.
- Contact subcontractors to remind them of the fund closing.
- Check the balance and status of sub-accounts and resolve any issues.

1 month prior to expiration:

- Ensure all outstanding invoices are being paid and processed by Accounts Payable.
- Prepare the paperwork to move personnel to new funds.

At the expiration date of the fund/project:

- Prepare an NOTR
- Ensure the PI submits all other final reports required by the agency, e.g. technical progress report, etc.