



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

August 3, 2017

Closeout Management

UNC Symposium for Research Administrators

UNC Symposium for Research Administrators

Presenters

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Project Closeout

Presentation Agenda

- Compliance and Administration
- Roles and Responsibilities
- What you can do to help?
- Tools to enable Closeout Process
- Questions



What is Award Closeout?

Process to finalize all sponsor requirements at the conclusion of the awards time period

- Each award will detail the requirements but typically these include:
 - Final Technical/Progress Report
 - Final Invention and Patent Report
 - Equipment/Property Report
 - Final Fiscal Report
 - Closeout Certification Forms



Why are Closeouts Necessary?

Ensuring Compliance

Uniform Guidance 2 CFR § 200.343

- a) The non-Federal entity must submit, no later than 90* calendar days after the end date of the period of performance, all financial, performance, and other reports as required by or the terms and conditions of the Federal award....
- b) Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than *90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.

*NIH and NSF have adopted 120 days.

** While federal agencies provide 90 days for reports to be submitted, subawards from other institutions as well as other sponsoring agencies (i.e., state and foundation awards) are often less.



Why are Closeouts Necessary?

Reduce Audit Risk

- Ensure financial report submitted matches general ledger
- Ensure expenditures are valid (allowable)
- Prevent additional unallowable charges from posting

Reporting to UNC-GA (UNCFIT)

- Timeliness of closeouts is a “Key Performance Indicator”
 - Monthly reporting requirement of outstanding closeouts
 - Reviewed by UNC System President
 - Progress communicated to UNC Chancellor and VC for Finance quarterly



Why are Closeouts Necessary?

- Sponsors may withhold incremental funding or final payments until all outstanding financial and progress or technical reports are received.
- Awards not issued under FDP or expanded authorities could lose carryover funds.
- Cash Draw Process and Subaccount Integration
 - Agency & Payment Management Groups are/planning to enforce limitations on drawdowns after 90 days after end-date. (PMS will hold payment request until agency authorizes payment after 90 days past award end-date).
 - Agency can proceed to a unilateral closeout if the grantee is non-communicative. (If final financial report is not submitted on time agency can close at the last draw amount for the subaward).
 - FAQ NIH Transition to subaccount cash draws
<http://grants.nih.gov/grants/payment/faqs.htm#3815>



Why are Closeouts Necessary?

NIH Guide Notice NOT-OD-13-120

NIH Domestic Awards to Transition to
Payment Management System Subaccounts in
FY 2014 and FY 2015

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-120.html>



Award Closeout

The University has an obligation to sponsors and funding agencies to bring funded projects to closure in a timely manner.

- The award closeout process is a **collaborative effort of all parties involved** (OSR, PI, and Department staff) in ensuring all project work has been completed, required reports filed, and financial matters resolved.
- Closing policies, procedures, and required documentation vary depending on the sponsoring agency; therefore, it is difficult to initiate a single closing form or procedure as a general guideline. Read your award!



Roles and Responsibilities

Role	Expenditures	Project Changes	Financial Reporting & Invoicing	Technical Reporting
Principal Investigator	<ul style="list-style-type: none"> Clearly state destination of expenses to department personnel (especially in case of multiple awards) Ensure expenses are allowable per sponsor and institution regulations/guidelines 	<ul style="list-style-type: none"> Communicate changes in project scope or timelines <ul style="list-style-type: none"> No cost extension request Continuations Rebudgeting 	<ul style="list-style-type: none"> Provide final review/approval of costs being invoiced and reported 	<ul style="list-style-type: none"> Complete all project objectives stated in award document <ul style="list-style-type: none"> Progress reports Final Deliverable
Department – PI's Supporting Unit	<ul style="list-style-type: none"> Ensure expenses are allowable per sponsor and institution regulations/guidelines Ensure expenses are charged/posted to appropriate project 	<ul style="list-style-type: none"> Assist PI in making project changes Communicate progress towards project objectives within stated timeline 	<ul style="list-style-type: none"> Assist PI in review of invoices/financial reports and notify of any incorrect charges 	<ul style="list-style-type: none"> Assist PI in completion and submission of technical reports Ensure PI compliance with technical reporting requirements
Sponsored Research Office	<ul style="list-style-type: none"> Timely approval/review of expenses requiring authorization Ensure expenses are allowable per sponsor and institution regulations/guidelines 	<ul style="list-style-type: none"> Assist PI in making changes to project scope timelines <ul style="list-style-type: none"> Submit NCE/ continuation requests Make appropriate changes to dates/ budgets in financial system 	<ul style="list-style-type: none"> Prepare and submit accurate invoices/financial reports based upon schedule in award document 	<ul style="list-style-type: none"> Expedite submission of Final Invention Statement. Follow up with PI and Dept. Administrator on Sponsor requests for missing, final invention statements, financial or technical reports



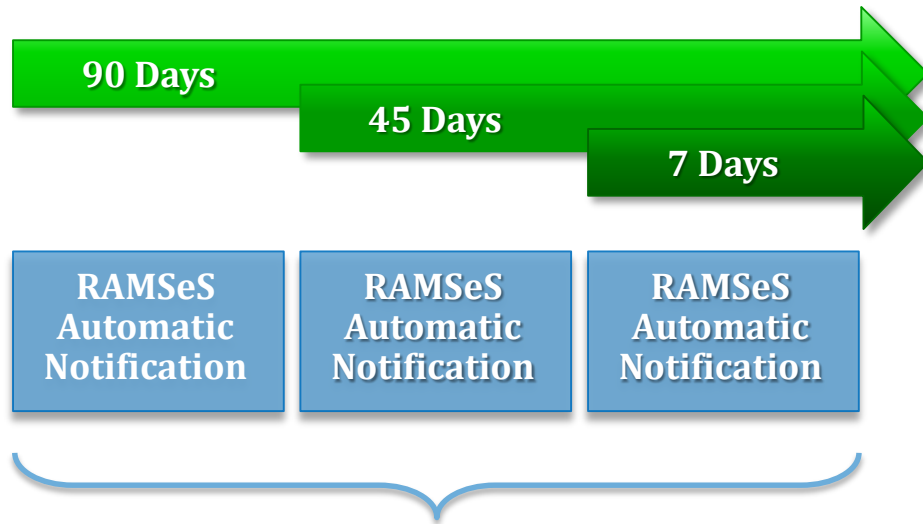
Project Status Configuration

Expense/Status	OPEN	ENDED	REPORTING	CLOSED
Salary	Allow	Allow	Reject	Reject
Requisition	Allow	Reject	Reject	Reject
PO	Allow	Reject	Reject	Reject
AP Voucher	Allow	Allow	Reject	Reject
Journal Entry	Allow	Allow	Reject	Reject
Data Collect Batches (e.g. Recharges)	Allow	Allow	Reject	Reject
Budget	Allow	Allow	Warn	Reject



Closeout Process

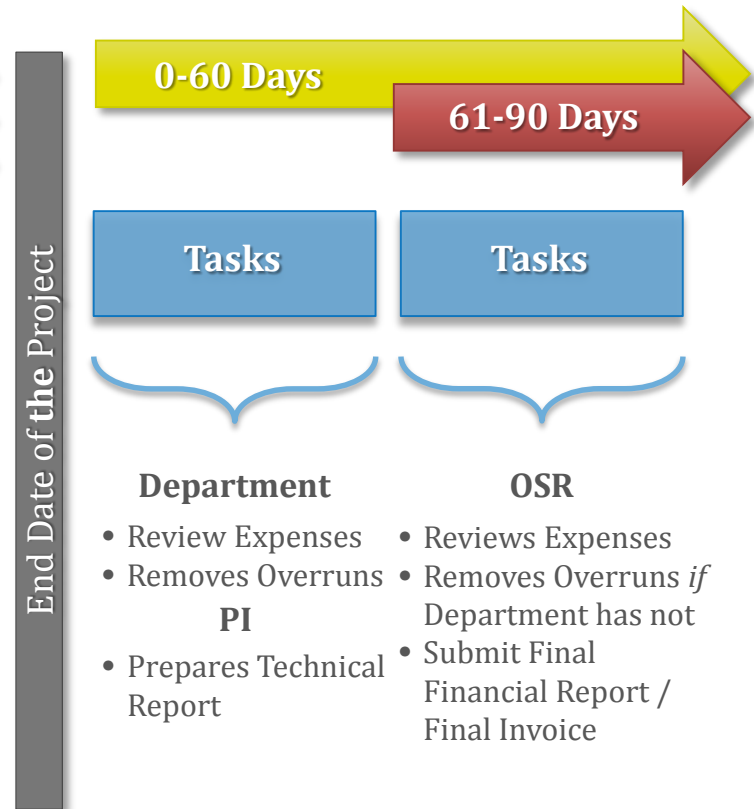
Prior to the Project End Date



Departmental Tasks

1. Receives Notifications
2. Reviews spending on project
3. Requests No Cost Extension, if needed

After the Project End Date



What can you do to help?

Review expenses periodically (at least monthly) to ensure:

- Budget on the account has not been exceeded
- Funds are used appropriately (allocable, allowable, reasonable)
- Anticipated personnel is being charged to the account
- Cash advances have been reconciled
- Confirm cost share is met and recorded
- Remove any unallowable expenses or expenses over award limit
- Initiate residual fund transfer (after final report has been prepared) if applicable

Apply for award deadline extension well in advance of 90-day budget period deadline



Current Tools

Facilitating Closeout

The Closeout Checklist

- Official certification of expenses by department and PI
- The Closeout Checklist must be submitted within 60 days after the end date of a project
- The Closeout Checklist will include a section for exceptional items that should be reported or invoiced (i.e. outstanding sub award invoice)
- Any transactions must be submitted for approval in Connect Carolina
- Any transactions included on the Closeout Checklist must be approved and posted within 120 days after the end of a project; if not then OSR will revise the FFR downward and/or process a refund to sponsor



Sample Closeout Reminder

Date: 10/7/2016

PS Project ID: 5103315
Project Title: Mechanisms of cell migration on aligned matrices
Sponsor: University of Wisconsin at Madison
Dept: Pharmacology
End Date: 11/20/2016
PI: Klaus Hahn
PS Project ID Manager: Edward Gill Jr, Patty Holloway, Tangi Covington, Andrew Hou
CC Closeout Submitters: Patty Holloway, Tangi Covington, Andrew Hou
CC Closeout Approvers: Edward Gill Jr, Patty Holloway, Tangi Covington, Andrew Hou

This Closeout reminder notification has been automatically generated as a result of a routine review of RAMSeS PS Project ID records. The above-referenced PS Project ID has 45 days remaining before its current end date of 11/20/2016.

As mentioned in the initial closeout notification sent 45 days ago, OSR has requested that you review your project carefully during the next 45 days. A checklist to help facilitate the project closeout process is appended below. All expenditures must be valid, supportable charges to the project and will need to be processed, and outstanding obligations cleared, by the end date. Please ensure that you do not overspend or incur expenses past the end of the project. Necessary corrections should be made as soon as possible. Cost transfers received at OSR more than 60 days after the Project End Date will only be considered in rare instances due to financial reporting requirements.

IMPORTANT: As a reminder, it is the responsibility of the prime PS Project ID department to ensure timely closeout of all associated sub-PS Project IDs, including those where the administering department is different from the prime's. Also, it is imperative that subrecipients are actively engaged by you and/or your team during the closeout timeline to ensure invoices are submitted and processed in a timely manner.

Also as a reminder, one Closeout submission record has been generated in RAMSeS and may be accessed by Closeout Submitters in the Prime department via the "Closeout Submissions" inbox on the RAMSeS Award dashboard. Submission of this Closeout record is required no later than 60 days from the end date, and certifies that all expenditures have been posted to ConnectCarolina for the prime PS Project ID, and all subs. The Closeout submission record must be submitted even if your PS Project ID won't be closing out at this time. (If no closeout is needed, follow instructions on the Closeout submission record indicating the reason.) NOTE: Submissions are no longer required for each individual PS Project ID/Sub.

If you feel you received this notification in error or if you have any questions, contact OSR at resadminosr@unc.edu. For technical questions or issues, contact the ORIS Help Desk (919-843-2594). Please do not reply to this system-generated email. OSR appreciates your cooperation in working together to streamline the closeout process.



Sample Closeout Reminder

Closeout reminder email

Date:

PS Project ID:

Project Title:

Sponsor:

Dept:

End Date:

PI:

PS Project ID Manager:

CC Closeout Submitters:

CC Closeout Approvers:

This FINAL Closeout reminder notification has been automatically generated as a result of a routine review of RAMSeS PS Project ID records. The above-referenced PS Project ID has 7 days remaining before its current end date of 6/30/2017.

As requested by OSR, within the next 7 days you should be making any necessary final preparations for project closeout. A checklist to help facilitate the project closeout process is appended below. All expenditures must be valid, supportable charges to the project and will need to be processed, and outstanding obligations cleared, by the end date. Please ensure that you do not overspend or incur expenses past the end of the project. Necessary corrections should be made as soon as possible. Cost transfers received at OSR more than 60 days after the Project End Date will only be considered in rare instances due to financial reporting requirements.

IMPORTANT: As a reminder, it is the responsibility of the prime PS Project ID department to ensure timely closeout of all associated sub-PS Project IDs, including those where the administering department is different from the prime's (list of subs appended below). Also, it is imperative that subrecipients are actively engaged by you and/or your team during the closeout timeline to ensure invoices are submitted and processed in a timely manner.

Also as a reminder, one Closeout submission record has been generated in RAMSeS and may be accessed by Closeout Submitters in the Prime department via the "Closeout Submissions" inbox on the RAMSeS Award dashboard. Submission of this Closeout record is required no later than 60 days from the end date, and certifies that all expenditures have been posted to ConnectCarolina for the prime PS Project ID, and all subs. The Closeout submission record must be submitted even if your PS Project ID won't be closing out at this time. (If no closeout is needed, follow instructions on the Closeout submission record indicating the reason.) NOTE: Submissions are no longer required for each individual PS Project ID/Sub.

If you feel you received this notification in error or if you have any questions, contact OSR at resadminosr@unc.edu. For technical questions or issues, contact the ORIS Help Desk (919-843-2594). Please do not reply to this system-generated email. OSR appreciates your cooperation in working together to streamline the closeout process.



Current Tools

Facilitating Closeout – Closeout Checklist

CLOSEOUT CHECKLIST

1. Have you determined what your future expenditures will be?
 - Do you have enough remaining funds to meet these expenditures?
 - Do you have personnel that are being paid from this project that need to be reallocated to other efforts?
 - Have you considered the related charges of employee benefits and F&A costs?
 - Have you considered recent charges not yet recorded on the ConnectCarolina reports?
 - If your project is in its terminal year, do you require a no-cost extension? If so, please contact OSR at resadminosr@unc.edu.
 - Do you need a Project Financial Guarantee set up for your new award? If so, please contact OSR at resadminosr@unc.edu.
 - If your award is from DHHS, will there be a positive balance which is available for carryover? If so and the amount is over 25 percent of your current award, please mention the estimated balance in your continuation/renewal application form. If your award does not authorize carryover, please contact OSR at resadminosr@unc.edu for instructions on applying for agency approval of carryover.
2. Have you reviewed all previous ConnectCarolina reports for errors?
 - Are the charges valid and supportable?
 - Are any charges missing which should be reflected in the project?
 - Any correction should be initiated as soon as possible. Due to financial reporting requirements, cost transfers received at OSR 60 days after the Project End Date will only be considered in rare instances.
3. Have you overspent or anticipate that you may overspend any restricted budget categories?
 - Have you requested rebudgeting for any overages?

Sub PS Project IDs Associated with this Prime:

PS Project ID	Dept	Budget Begin Date	Budget End Date	Project End Date
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Current Tools

Facilitating Closeout – BI Publisher GL Report

Favorites ▾ Main Menu ▾ > Finance Menu ▾ > Reporting Tools ▾ > BI Publisher ▾ > Query Report Viewer

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by ▾ begins with

[Advanced Search](#)

Search Results

[Show Template Prompts](#)

Report Definition		Personalize Find View All				First	◀	1-4 of 4	▶	Last
Report Name	Description	Data Source ID	*Format	Burst	View Report					
NC_OSR_GL_C1	OSR Contract Inv Exp/Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_CONT1	PDF ▾	N	View Report					
NC_OSR_GL_CT	OSR Contract GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_CONT	PDF ▾	N	View Report					
NC_OSR_GL_P1	OSR Project GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_PROJ1	PDF ▾	N	View Report					
NC_OSR_GL_PJ	OSR Project GL Exp & Bud Rpt	NC_OSR_PROJ_INVOICE_PDF_PROJ	PDF ▾	N	View Report					



Current Tools

Facilitating Closeout

Contract Tree			OSR GL Expense & Budget Report			Fiscal Year Period	
CH_GM_OSr_INVOICE1						2017 12	
Expense Node	Account	Descr	Budget	LTD Exps	Avail Bal	FY Exps	Per Exps
Project: ██████████							
SALARIES	510000	Personnel Cost Budget	353,917.00				
SALARIES	511120	EHRA Non Teach On Campus		270,733.78		93,387.94	
SALARIES	511170	EHRA Non Teach Student Monthly		78,528.00			
SALARIES	514910	Bonus Incentive Wages		1,090.87		284.62	
			353,917.00	350,352.65	3,564.35	93,672.56	0.00
FRINGE	515000	Fringe Benefits Budget	93,781.00				
FRINGE	515120	Social Security-OASDI		20,361.66		5,494.31	
FRINGE	515130	Social Security-Hospital Insur		4,986.93		1,332.08	
FRINGE	515210	State Retirement		33,801.11		10,463.26	
FRINGE	515510	Medical Insurance-Other		7,689.84			
FRINGE	515530	Medical Insurance-HMO Health P		19,283.66		5,105.54	
FRINGE	516120	Staff Benefits Composite		1,697.77		466.94	
FRINGE	521110	Transit Fees		1,002.27		280.17	
FRINGE	521210	Core Data Services		1,885.98		504.29	
			93,781.00	90,709.22	3,071.78	23,646.59	0.00
SUPPLIES	530000	Supplies and Materials Budget	52,740.00				
SUPPLIES	531110	Supplies-Office		944.42			
SUPPLIES	531210	Supplies-Software - Licensing		2,547.02			
SUPPLIES	531220	Supplies-Hardware-Accessories		2,400.00			
SUPPLIES	532110	Supplies-Janitorial		63.18			
SUPPLIES	532410	Supplies-Repairs		89.57			
SUPPLIES	534110	Supplies-Food/Beverage Product		15.39			
SUPPLIES	536110	Supplies-Drugs/Pharmaceutical		461.87		86.87	
SUPPLIES	537110	Supplies-Non Educ Scientific		900.89		225.32	
SUPPLIES	537210	Supplies-Educational/Research		39,965.99		8,665.44	
SUPPLIES	538110	Supplies-Non Educ Misc		1,195.78			
			52,740.00	48,584.11	4,155.89	8,977.63	0.00
TRAVEL_DOM	526100	Travel Domestic Budget	956.00				
TRAVEL_DOM	526210	Travel In US Not NC-Air		300.70			
TRAVEL_DOM	526220	Travel In US Not NC-Ground		67.57			
TRAVEL_DOM	526240	Travel In US Not NC-Lodging		335.00			
TRAVEL_DOM	526250	Travel In US Not NC-Meals		162.00			
TRAVEL_DOM	526260	Travel In US Not NC-Other		90.00		90.00	
			956.00	955.27	0.73	90.00	0.00
COMM	527000	Communications Budget	200.00				
COMM	527160	Teleconference Charges	15.00				



Current Tools

Facilitating Closeout

Other Reporting Tools

- Infoporte
 - OSR Ledger Rollup
 - Grant Profile Tab
 - Grant Details Tab
- Connect Carolina
 - Budget Overview Inquiry



OSR Contacts

Sponsored Projects Accounting

Contact one of the following if you have questions:

- Sponsored Project Accounting Managers
 - David Morgan (morgan78@email.unc.edu)
 - Bettina Lampkin (blampkin@email.unc.edu)
 - Ryan Hermreck (hermreck@email.unc.edu)
- Sponsored Project Accountant assigned to the Project
 - RAMSeS Billing Tab under Award Project
- Jenifer Gwaltney (j_gwaltney@unc.edu)
Assistant Director, Sponsored Project Accounting
- Jim Kelly (jpkelly@email.unc.edu)
Assistant Director, Sponsored Project Accounting
- Lou Harrell (louharre@email.unc.edu)
Director, Post Award and Cash Management



Questions?



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