



Office of the Vice President for Research
Standard Operating Procedure

Internally Funded Award Close-Out
#1011
Effective Date: 01/01/2019

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) close-out an internally funded award. This process will promote a consistent approach and understanding to ensure all externally funded awards are closed-out in the same way throughout the GO Centers.

II. Introduction

Every internally funded award that is coming to an end must be closed-out. The PAS must ensure award close-out occurs on time and is done correctly in coordination with Sponsored Programs Accounting (SPA) and Research Strategy Group (RSG).

III. Procedure

The internally funded award close-out process should start 30 days prior to the end date of the award. At that time, the PAS should meet or call/email with the PI to discuss all planned expenditures during the final days of the award and review the remaining funds in the grant budget. In extenuating circumstances, the PI may request a No Cost Extension (NCE). However, the NCE may not always be granted by OVPR.

After communicating with the PI, the PAS or PI should purchase all required supplies as soon as possible, as delaying the purchase towards the end date can be an audit issue.

Once the award ends, the PI is responsible for providing project milestones achieved and submitting a final budget expenditures report 30 days after the conclusion of the grant period. The PAS can assist in providing final budget expenditures.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
