Sponsored projects closeout cheat sheet

**Confirm closure and request closure documentation**

* Confirm with the PI and/or Research Coordinator that this project can be closed.
* If a **Clinical Trial**, request IRB or Sponsor close-out documentation from the Research or Regulatory Coordinator..

**Prep work**

* Open the **Closeout Initiation Request Form** template and **Save As** like this: **OICN123456 closeout 7-31-16**.
* Run the University Reports **CONT-15B ledger\_summary\_projgmt** report and check that:
* Both the **130105 Accounts Receivable** and **130110 A/R-Unbilled Charges** lines in the **TOTAL AMT PTD** column are $0, as if not there may be outstanding payments due from the sponsor.
* The **Expenses Total** amount in the **TOTAL AMT PTD** columns is greater than 0, as can’t be closed if no expenses charged, so need to charge expenses prior to closure.
* Salaries have been charged – if not need to charge prior to closure.

**Form completion**

* Fill in **Date** through **Phone** lines for yourself.
* Fill in **PI Name** through **Project end date** lines for the project (can use **UBM-13A Award Summary** to get info).
* **Total amount of award:** fill in the amount on the **CONT-15B’s**  **Revenue Total** line in the **TOTAL AMT PTD** column.
* **Total expenditures (including F&A):** fill in the amount on the **CONT-15B’s**  **Expenses Total** line in the **TOTAL AMT PTD** column.
* **Remaining/Surplus Balance (for Deficit):** Subtract **Total expenditures** from **Total amount of award**.
* **Unrestricted Speedtype for Transfer:** fill in the program account the residuals/deficit will be transferred to – if splitting among more than one, fill in the account # and amount for each, with the total matching the **Remaining/Surplus** line. If funds must be returned to sponsor, type **Return to sponsor**. If transferring deficit, program account must have enough funds to cover.
* **The Principal Investigator has confirmed the following statements:** check all **Yes**

**Signatures and submission to Chair**

* Have PI sign and date form in the **Approved By** section (can be electronic).
* Scan form and IRB/Sponsor closeout documentation (if applicable), **Save As** like this: **OICN123456 closeout 7-31-16** and e-mail the Chair’s Research Coordinator with the **SPFA accountant name in the body fo the e-mail**

**Chair’s sign-off and submission to SPFA**

* The Chair’s Research Coordinator will review and contact you with any issues to resolve prior to closure, then will sign for the Chair. If the Chair is the PI, the Chair’s Research Coordinator will arrange for the Dean’s representative to sign.
* The Chair’s Research Coordinator will scan the signed form and the IRB/Sponsor close-out documentation if applicable and e-mail to both the SPFA and the SPFA accountant and copy you.

**Closure confirmation**

* SPFA should inactivate the project in PeopleSoft within 10 working days of receipt, but will not notify you when the project has been closed so you will need to run the **Grant Listing** report in the **Listings** folder in University Reports, search for the chartfield and check to make sure it’s listed as **Inactive**.