Closeout Standard Operating Procedure (SOP)

PURPOSE

This SOP describes the procedure for Award Closeouts. As the closeout requirements can vary widely, based on funding agency/award requirements, the Grant Officer (GO) or Sponsored Account Analyst will determine if additional tasks are required. All financial and administrative closeout requirements are listed on the NU-RES website at: http://www.northeastern.edu/research/raf/manage-my-award/grant-closeout-process/

Please be aware that the failure to complete the funding agency requirements for closeout in a timely manner may impact current and future funding from the funding agency, as well as the standing of Northeastern University with the funding agency.

PROCESS & ROLES GUIDE

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<th>1) 60-DAY CLOSEOUT LIST</th>
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<td>The Grants Management Administrators (GMAs) will generate reports of awards in Coeus and Cognos that have a project/segment end date 60 days out and reconcile into one report. The GMAs will flag any discrepancies, mark any awards with No-Cost Extension (NCE) entries on the NU-RES Tracking Log and send the updated report to the Associate Director of Research Finance (ADRF). The GMA sends the revised list to each college with a request to confirm within three (3) days whether each award will require an NCE or proceed to closeout. Upon receipt of the college’s response, the GMA forwards the lists to the ADRF and populates the NU-RES Tracking Log with entries for each closeout or NCE.</td>
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2) ADMINISTRATIVE CLOSEOUT EMAIL

For each closeout entry, the GMA sends an acknowledgement email to the PI and Department Admin, which contains the following:

- Assignment of NU-RES Tracking Number and GO
- Reminder of the consequences of a late completion of closeout requirements.
- Direction to NU-RES website for full list of closeout requirements.
- Are there and Inventions or Patents on this award? Y/N; If yes, have they been reported to CRI?

GMA prepares a yellow folder for GO.
### 3) GO REVIEW

Within three (3) business days of receipt, the GO should review the closeout file and:

- a. Verify the reports and/or deliverables requested by the GMA are the only ones required by the funding agency;
- b. If there are any additional reports and/or deliverables, the GO must follow up with the PI and Department Admin to notify them of the additional requirements and who will be responsible for preparing/verifying the information required to complete the report;
- c. Check if there are subawards on the project, if there are, notify the Subaward Manager (simply forwarding of the closeout notification with a note that subawards will be impacted would be sufficient).

### 4) INVENTION/PATENT STATEMENT

If required by the funding agency, the GO forwards the PI Inventions response (see 2) to the CRI Intellectual Property Administrator, and asks CRI to verify. Upon CRI’s response, the GO completes the report (e.g. DD 882) and submits to funding agency via online portal or email, as applicable.

### 5) FINAL TECHNICAL REPORT

Upon the PI’s completion of the final technical report, GO submits the report to the funding agency via email or by uploading the report via a portal, as applicable.

If the funding agency required a combined submission of technical and financial reports, the GO will work with the Finance team to determine who will complete the final submission.

After submission to funding agency, GMA closes out tracking entry and sets Coeus record to “Administratively Closed” status.

### 6) FINANCE CLOSEOUT EMAIL

Concurrently with the work in Steps 2 – 5, the Sponsored Account Analyst sends a closeout email, 30 days prior to the project end date, to the PI and Department Admin regarding the financial requirements for the award and links to relevant NU-RES resources.

### 7) FINAL FINANCIAL REPORT

Finance drafts the financial report, and sends it to the Department Admin for review. *The Department Admin checks with the PI as needed, and returns revisions to Finance.*

Finance submits the financial report to the funding agency.
8) SUBAWARDS

Based on outreach from the GO, the Subaward Manager contacts subrecipients to remind subrecipients to complete their final reports and submit final invoices within the timeframe specified in the subaward.

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9) AWARD CLOSEOUT

The Associate Director of Finance sends a monthly list to the NU-RES Operations and Reporting team and GMA’s to indicate which awards were closed in Banner. All entries on this list should be in status “Administrative Complete.” Any entries that are still in “Active” status will be reviewed by NU-RES GMAs to verify that all administrative closeout tasks are complete. While that process is ongoing, the award status will be changed to “Financial Reconciliation Complete.”

The award status will be updated to “Closed” once all award obligations have been submitted to the funding agency.

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