GRANT CLOSEOUT PROCEDURES

*(Please print and include in your award folder)* **NU-RES Research Finance Analyst: Mai Nguyen**

# Banner Info:

## Grant Code: G0000XXXX

Index Description: HHS-PT/HSPH-xxxxx-Y13

Fund Code: xxxxxx

## Organization Code: xxxxxx

Program Code: xxxxx

# Award End Date: Award Amount:

*According to our records the above listed award is ending on the date above, and we are not aware of any pending time extension request. Please review the applicable items listed below. Respond via email to your Financial Analyst, so our office may begin the closeout process.*

# Please notify the NU-RES Research Finance Analyst above via email if the following apply:

### Formal Time Extension and/or Additional Funding Pending YES ☐ NO ☐

If YES, please email your Sponsored Account Analyst any documentation that supports an extension, additional funding, or a request for such so that we do not terminate this account. If NO, please complete the rest of this form, and return to Research Finance **10** days prior to the award end date. This award will be closed out.

**CLOSEOUT CHECKLIST: All reoccurring items must be stopped or redirected from the award by the end date to ensure timely closure. Review the typical categories below and check off when the task, if applicable, is complete.**

### Salary & Labor Distribution:

Stop Charging - All Salary/Effort charged to this Fund must be moved off by the award end date. Review and **c**orrect any changes as necessary. PDC forms can be submitted through the K2 Portal for use in moving/correcting salary distributions. Please find the instructions for submitting PDCs here: <https://www.northeastern.edu/hrm/pdfs/payroll/PDC_Training_Document.pdf>

* **Student employees** – Contact Student Employment to terminate/re-assign employment if necessary: <https://studentemployment.neu.edu/JobX_Home.aspx>
* **Copy Cards/Codes:** YES **☐** NO **☐**

Please contact Reprographics to terminate all copy cards and copy codes associated with this Fund.

* **Animal Charges:** Please stop all reoccurring animal charges against this Fund.

### Final Purchases/Encumbrances:

Submit and approve any remaining invoices and follow-up on any that have not arrived in a timely manner.

Review outstanding Commitments on the award. Liquidate/cancel any Commitments, refer to the P2P Guide for more information:

<https://finance.northeastern.edu/wp-content/uploads/P2P-Guide.pdf>

* **Correct Expenditure Type for equipment purchases:** Review expenditure type for all equipment purchases, account codes 73001-73012. Items costing less than $5,000 must be coded as non-capital purchases via submission of a journal voucher through K2:

<https://finance.northeastern.edu/tasks/manage-funds-budgets-accounting-and-taxes/process-a-journal-voucher>

* **Final Review of Expenses:** Review the award terms & conditions and ensure that all expenses are allowable under this award and if not, transfer the expenses to a non-sponsored program cost center via a journal voucher through K2:

<https://finance.northeastern.edu/tasks/manage-funds-budgets-accounting-and-taxes/process-a-journal-voucher>

* **Cost sharing:** Any committed cost sharing must be expended by the time the project ends.
* **Sub-awards:** Please remind each of your subrecipients to submit a final invoice (inserting FINAL at the top), final reports, and final invention statement within 45 days after subaward end date. Please notify Nancy Thomas x8507, email [nan.thomas@northeastern.edu,](mailto:nan.thomas@northeastern.edu) that these requirements have been met.

X

Principal Investigator

*Northeastern University is required by most federal sponsors and many private sponsors to submit final financial closeout reports within 90-days after the award end date (some agencies may require early submission.) Please assist NU-RES to fulfill Northeastern University’s obligation to our sponsor.*

*Additional Information can be found on the NU-RES website.* [*http://www.northeastern.edu/research/sponsored\_project\_administration/*](http://www.northeastern.edu/research/sponsored_project_administration/)