

Award Closeout Responsibilities

Summary of Award Closeout Responsibilities

Closing the award requires a joint effort between the Office of Sponsored Programs and the Principal Investigator. It is imperative that both parties adhere to closing deadlines set by the sponsor to avoid payment delays or loss of funding. Open communication between OSP and the PI throughout the duration of the award is necessary to prevent the last-minute discovery of any errors. Listed below are the responsibilities of each party.

Office of Sponsored Programs

- Ensure award expenses are allowable and within budget
- Send final invoice to sponsor
- Complete any required financial reports
- Send Pre-termination closeout letter to PI 60 to 90 days prior to end date.
- Send 30 day closeout letter after the month in which the award ended has closed

Principal Investigator

- Complete any required technical reports
- Notify OSP of any patents developed with award funding
- Ensure all award expenses are allowable under the terms of the sponsor
- Initiate the completion of costing allocations by appropriate department head to change the labor distribution for any employee currently being paid from the grant fund or matching fund
- Notify OSP of any encumbrances that are no longer valid