How to Closeout an Award

This is a training guide to step you through closing out an award.

Before you begin . . .

When is this used?
These steps should be followed when an award/project has been identified as closing.

If this is an “Early Termination”, follow steps in “How to Closeout an Award with an Early Termination” before this guide.

Who performs these tasks?
• ASRSP
• Department Administrators and PI’s

Upon completion of this guide, you should be able to:
• Closeout an Award
• Closeout a Project and an Activity
• Update Statuses

Where to get help?
For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu

Additional Resources:
Project Café website is located at http://cafe.northwestern.edu
Award Closeout

Detail
The closeout process will be initiated by a Cognos report that will inform ASRSP of Awards/Projects that have upcoming Award/Project end dates, while Department Administrators will be informed by a customized PeopleSoft email. To more efficiently control the ability to spend on projects, Northwestern will utilize the delivered project status functionality that will limit different types of transactions from being charged to a project that is in the process of closing. Finally, PeopleSoft-delivered FSRs (SF-269 & SF-272) and Billing mechanisms will enable more efficient final reporting and invoicing to Federal Sponsors. The following process also includes steps for handling residual balances that may remain with Fixed Price agreements.

The award closeout process must also be followed when a PI requests to relinquish an award or transfer their work to a new institution. Compared to the standard closeout process, ASRSP, Department Administrators and the PIs perform many of the same tasks; however, the process is achieved in a shorter timeframe and is initiated by the PI communicating to the sponsor, ASRSP and OSR the desire to relinquish or transfer the award.

Due to the nature of so many individuals being involved in award closeout, it is imperative that everyone understand what steps they are responsible for.
ASRSP

Step 1: Run Reports – *Project Closeout Notification Query and the Milestone Status Report* were designed to assist in the identification of projects/awards nearing closeout and upcoming report due dates. ASRSP is responsible for reviewing these reports to identify those projects nearing completion. After identifying an Award/Project near completion, ASRSP may use the following reports, among others, to assist in the closeout process:

- **Budget Statement Reports**
- **Project Budget Inquiry**
- **Multiple Project Budget Reconciliation report**
- **Pre-Billing Status report for cost reimbursable awards**
- **Upcoming Billable Events for scheduled payment awards**
Department Administrator and PI

**Step 1: Notification** Automated project closeout emails will be sent by ASRSP at least two (2) months prior to listed project end dates. If the award will not be extended, the Department Administrator and PI, once notified, should begin the following close-out steps (not all of these steps are done in PeopleSoft):

- Prepare Cost Transfers / Final Expenses
- Prepare Payroll Transfers
- Change Payroll Distribution Complete and Submit Required Technical Reports
- Contact subcontract PIs to collect Required Technical Reports
- Finalize Effort Reports
ASRSP

Step 2: Closeout Steps  ASRSP will proceed with the following closeout steps. Only the processes that apply to the specific award/project will be completed.

- Communicate DC & FA balance/overage to department
- Review Awards/Projects for allowable expenses
- Check/correct F&A calculation
- Contact subcontractors final invoices
- Check validity of post-end-date expenses
- Reconcile cash advances
- Investigate mandatory cost-sharing
- Verify program income and calculation of interest earned
**Step 3a: Update Project Status** To prohibit the creation of new Requisitions after the project end date has passed, update the project status to “Finished” using the current date as the Effective Date.

**Quick Navigation:**

Click Grants → Awards → Project → Search for Project
Step 3b: Update Project Status

1. Click (+) to add a new status.
Step 3c: Update Project Status to “Finished”  Finished status will prohibit the creation of new requisitions. Existing purchase orders and journal vouchers will still pass.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Occurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Budgeted</td>
<td>Before Project Starts (if pre-spending is not allowed)</td>
</tr>
<tr>
<td>O</td>
<td>Open</td>
<td>Project Start to Project End</td>
</tr>
<tr>
<td>H</td>
<td>Hold</td>
<td>Ad Hoc basis (only budget transactions will post)</td>
</tr>
<tr>
<td>F</td>
<td>Finished</td>
<td>After Project End Date</td>
</tr>
<tr>
<td>P</td>
<td>Pending Close</td>
<td>During Closeout</td>
</tr>
<tr>
<td>C</td>
<td>Closed*</td>
<td>When Closeout is complete</td>
</tr>
</tbody>
</table>

*Do not apply this status until all expenses and/or credits have posted*
Step 4: Prepare the Final Invoice  (If required by Sponsor)
Refer to “How to Prepare the Final Invoice” Job Aid.

Step 5a: Process Financial Status Report (ASRSP)  For Federal Awards, the SF269 report is available in PeopleSoft. For Non-Federal Awards, final financial reports will be prepared outside of the system using a variety of data resources, including the Cognos budget statement, custom closeout queries, and the budget inquiry pages (Commitment Control > Review Budget Activities > Budgets Overview).  IMPORTANT: The SF269 Report will be replaced in Fall 2008 by the FFR. We will notify you when it’s available.

Quick Navigation:
Click Grants→ Interactive Reports → SF 269

NOTE: Run Control ID will only need to be setup the first time you run a process. The Run Control ID can be named anything, but your NetID would be a good choice, because it is easy to remember and identifiable.
### Step 5b: Process Financial Status Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Unit: Enter NWUNV</td>
</tr>
<tr>
<td>2</td>
<td>Award:</td>
</tr>
<tr>
<td>3</td>
<td>Line Number: Enter 1</td>
</tr>
<tr>
<td>4</td>
<td>Submission Date: Default date is current date</td>
</tr>
<tr>
<td>5</td>
<td>Final Report: Check this box if it is the Final Report</td>
</tr>
<tr>
<td>6</td>
<td>Certifying Official: Enter (or search) for individual (EmplID) certified to sign the SF 269</td>
</tr>
<tr>
<td>7</td>
<td>Begin/End Date: Enter the Begin/End date for transactions. This will need to be edited on</td>
</tr>
<tr>
<td></td>
<td>the report if there are valid transactions after the End Date.</td>
</tr>
<tr>
<td>8</td>
<td>Comment: Enter any relevant comments</td>
</tr>
</tbody>
</table>

9. Click Run.
Step 5c: Process Financial Status Report

Leave all defaults and click OK.
Step 5d: Process Financial Status Report

1. Click on Process Monitor link.

Run Control ID: SLN865

Report to be Submitted

- Business Unit: NWUNV
- Award: SP005261
- Line Num: 1
- Submission Date: 06/04/2008
- Certifying Official: 1065172 Nguyen, Shari Louise
- Begin Date: 00/20/2007
- End Date: 30/10/2010
- Comment: This is the final SF 269 report fr this project.
Step 5e: Process Financial Status Report

1. Click Refresh until status is generated below.

2. Click on GMF289 link.
Step 5f: Process Financial Status Report

1. Click GM EDI 2 Success link.
Step 5g: Process Financial Status Report

1. Click **GM EDI 2 Success** link.
Step 5h: Process Financial Status Report

[Diagram of Process Financial Status Report]

1. Select View/Log Trace link
Step 5i: Process Financial Status Report

1. Click SP0005261.xdf link.
# Step 5j: Process Financial Status Report

**FINANCIAL STATUS REPORT**
(Short Form)

1. Federal Agency and Organizational Element to Which Report is Submitted
2. Federal Grant or Other Identifying Number Assigned by Federal Agency
3. Recipient Organization (Name and complete address, including ZIP code)
4. Employer Identification Number
5. Recipient Account Number or Identifying Number
6. Final Report
7. Basis
8. Fiscal Period Covered by This Report
9. Fiscal Period

### Step 5j: Process Financial Status Report

#### 10. Transactions:

<table>
<thead>
<tr>
<th></th>
<th>Previously Reported</th>
<th>This Period</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total outlays</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>b. Recipient share of outlays</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>c. Federal share of outlays</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>d. Total unliquidated obligations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>e. Recipient share of unliquidated obligations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>f. Federal share of unliquidated obligations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>g. Total Federal share of unliquidated obligations</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>h. Total Federal funds authorized for this funding period</td>
<td>0.00</td>
<td>1,253,120.42</td>
<td>1,253,120.42</td>
</tr>
<tr>
<td>i. Unobligated balance of Federal funds (line h minus line g)</td>
<td>0.00</td>
<td>1,252,120.42</td>
<td>1,252,120.42</td>
</tr>
</tbody>
</table>

#### 11. Indirect Costs:

- Type of Rate (Check "X" in appropriate box):
  - [ ] Provisional
  - [ ] Predetermined
  - [ ] Final
  - [ ] Fixed

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
<th>Base</th>
<th>Total Amount</th>
<th>Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NOTE:** Box 11c will be incorrect for converted budget periods.
Step 6: Rebudget (Optional) – Reduce project budgets to amount expended, if not all funds were expended (see How to Modify Existing Budget Lines training guide). Some sponsors may allow carryover to the next competing segment.

Step 7: PI Certification & FSR Submittal Obtain the PI’s certification of the final invoice and/or final financial status report and submit to sponsor.
Step 8: Enter Inventions (If Applicable)

Quick Navigation:
Click Grants → Awards → Award Profile → Search for Award → Attributes link

1. Click Attributes link
2. Select Invention from search tool
3. Insert Comments
4. Click Save
Step 9: Mark Milestones (reports) When milestones are completed it must be entered here.

1. Select Milestones tab.

2. Check the Completed checkbox.

3. Click Save.

NOTE: Follow the same steps for the other milestones.
Step 10: FOR LOC ONLY - Run GM007 - LOC Summary Report in Cognos
Step 11: Update Award Status

Quick Navigation:

Click Grants → Awards → Award Profile → Search for Award
Step 12a: Update Project Status  Once all transactions have posted, update the project status to “Closed” in order to prohibit other transactions.

Quick Navigation:
Click Grants → Awards → Projects → Search for Project

1. Click on Open link
**Step 12b: Update Project Status**

1. Click (→) for new entry.
2. Enter or use the search tool to find C, for **Closed**.
3. Click **Save**.
Step 13a: Update Project Activity Status

Quick Navigation:
Click Grants → Awards → Project Activity → Search for Project

IMPORTANT: Only follow steps 13a -13b when closing out interim years on awards/projects with multiple activities.
Step 13b: Update Project Activity Status

1. Enter or Search for C, for Closed.
2. Click Save.
**Step 14: Return Funds (Optional)** If the Sponsor overpaid, follow the steps in “How to Perform Write-Offs and Other Adjustments” to issue a credit (check) to the Sponsor.

**Step 15: Notepad** Enter any notes about the closing.

Quick Navigation:
Click Grants → Awards → Award Profile → Search for Award
**Step 16a: Update Billing Status** Billing status on the bill plan must be changed to Complete.

**NOTE:** Prior to completing these steps, make sure that all Expense, Credits, Revenue, and Invoices are posted.

**Quick Navigation:**

Click Customer Contracts → Create and Amend → General Information → Search for Contract
Step 16b: Update Billing Status

1. Click B101 link.
Step 16c: Update Billing Status

1. Select **Completed** from the Billing Status drop-down.

2. Click Return to Assign Billing Plan.

→ Click **Return to General Information** on the next page
Step 17a: Update Revenue Recognition Status

1. Click Revenue Plans link.
Step 17b: Update Revenue Recognition Status

1. Click R101 Revenue Plan link.
Step 17c: Update Revenue Recognition Status

1. Select **Completed** from the Revenue Plan Status drop-down.

2. Click **Return to Assign Revenue Plan**.

→ Click on Return to General Information on the next page.
Step 18: **Contract Status**  This is the last step in closing an award and it is IRREVERSIBLE. This step should not be performed until it is absolutely certain that all expense, cost transfers and payments have been posted. A new award and contract would need to be generated in order to record any future activity.

1. Use the Search tool to select **Closed** status.
Step 19: Storage Box Number Enter the storage box number where the paper file is stored.

NOTE: If Box Number does not exist as an attribute, you will need to create an attribute. This will only need to be done the first time box number is used.
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How to Closeout an Award

ASRSP

Step 1: Review and Run Reports
Department Admin and PI

Step 2: Complete Closeout Steps

ASRSP

Step 3: Update Project Status (ASRSP)
Quick Navigation: Grants → Awards → Project → Search for Project

Step 4: Prepare the Final Invoice

Step 5: Process Financial Status Report
Quick Navigation: Grants → Interactive Reports → SF 269
Step 6: Rebudget (Optional)
Step 7: PI Certification Step 8: Enter Inventions (If Applicable)
Step 8: Mark Milestones
Step 9: FOR LOC ONLY - Perform LOC Reconciliation (Report)
Step 10: Update Award Status
Step 11: Update Project Status
Step 12: Update Project Activity Status (Only if closing interim years on awards/projects with multiple activities)
Step 13: Return Funds (If Applicable)
Step 14: Notepad
Step 15: Update Billing Status
Quick Navigation: Customer Contracts → Create and Amend → General Information → Search for Contract
Step 16: Update Revenue Recognition Status
Step 17: **Contract Status** This is the last step in closing an award and it is IRREVERSIBLE.
Step 18: Storage Box Number