

Closeout Training

Presenters

- ▶ Karen Walker, Senior Business Manager (CHTM)
- ▶ Jeremy Hamlin, Associate Controller (CGA)
- ▶ Alana Watts, Sr. Financial Services Accountant (CGA)

Agenda

- ▶ Award life cycle and closeout requirements for sponsored projects
- ▶ Closeout timeline
- ▶ Items of risk at end of award
- ▶ Closeout items that would require agency approval
- ▶ Closeout forms/tools
- ▶ Subaward closeouts and forms
- ▶ Cost share commitments
- ▶ Closeout workflow in Banner

Award Life Cycle

- ▶ The final stage in the Award Life Cycle: Award Closeout
- ▶ Key Features:
 - ▶ Work has been completed or deliverables have been met
 - ▶ All invoices should be paid
 - ▶ On-time submission of all reports
 - ▶ Technical
 - ▶ Financial
 - ▶ Other



Closeout Requirements

- ▶ §200.16 Closeout.
 - ▶ *Closeout* means the process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in §200.343 Closeout.

**MISSION:
ACCOMPLISHED**

Closeout Requirements

▶ §200.343 Closeout.

- ▶ This section specifies the actions the non-Federal entity and Federal awarding agency or pass-through entity must take to complete this process at the end of the period of performance.
 - ▶ Must submit, no later than 90 calendar days after the end date of the period of performance, all financial performance, and other reports required by terms.
 - ▶ Liquidate all obligations incurred under the award not later than 90 days after the end date of the period of performance.
 - ▶ Federal agency or PTE must make prompt payments to the non-Federal entity for allowable reimbursable costs.
 - ▶ Promptly refund any balances of unobligated cash that the Federal awarding agency or PTE paid in advance or paid that are not authorized to be retained by the non-Federal entity.
 - ▶ Make a settlement for any upward or downward adjustment to Federal share of costs after closeout reports have been received.
 - ▶ Must account for any real or personal property acquired.
 - ▶ The Federal Agency or PTE should complete all closeout actions no later than 1 year from receipt and acceptance of all required final reports.

Closeout Timeline

Timeline	Through-out Award	60-90 Days Prior to End of Award	30 Days After End	60 Days After End	90 Days After End
Monitoring of Award					
Interim Reporting - Non-Technical					
Interim Reporting - Technical					
Workflow - Extend or Close (Dept)					
Final Review of Transactions					
Final Posting of Transactions					
Review of Charges After End Date					
Final Verifications and Review					
Final Invoice and Non-Technical Reporting					
Final Reporting - Technical					

NOTE: Based on typical 90 day closeout - some awards require earlier closeout

Department - PI
Fiscal Monitor

Full

Exceptions

Modified

Closeout Timeline

180-61 Days before Award End Date

- Resolve collection issues
- Be familiar with closeout requirements of agency
- Review actuals vs. budget for salary, equipment, subawards, and participant support
- Student salary vs. tuition should be reviewed for each semester

90 Days before Award End Date

- Banner workflow triggered to send close/extend reminder to department. At this point, the department can either extend, which will get the ball rolling with OSP on the extension process, or proceed with closeout workflow.

60-0 Days before Award End Date

- Review subcontractor invoices to ensure they are up-to-date and there are no problems with subcontractors
- Review key personnel labor actuals versus what was proposed/budgeted.
- Make final labor redistributions as needed.
- Review all charges on award and finish fund reconciliation. Begin working toward final invoice to agency.

Closeout Timeline



0-30 Days After Award End Date

- Receive closeout reconciliation sheet from C&G. Due back within 3 weeks.
- Complete patent questionnaire and any other agency-specific forms. Send with closeout recon sheet.
- Work with subawardees to ensure they complete required closeout documents.
- Finish and submit final progress / technical reports.

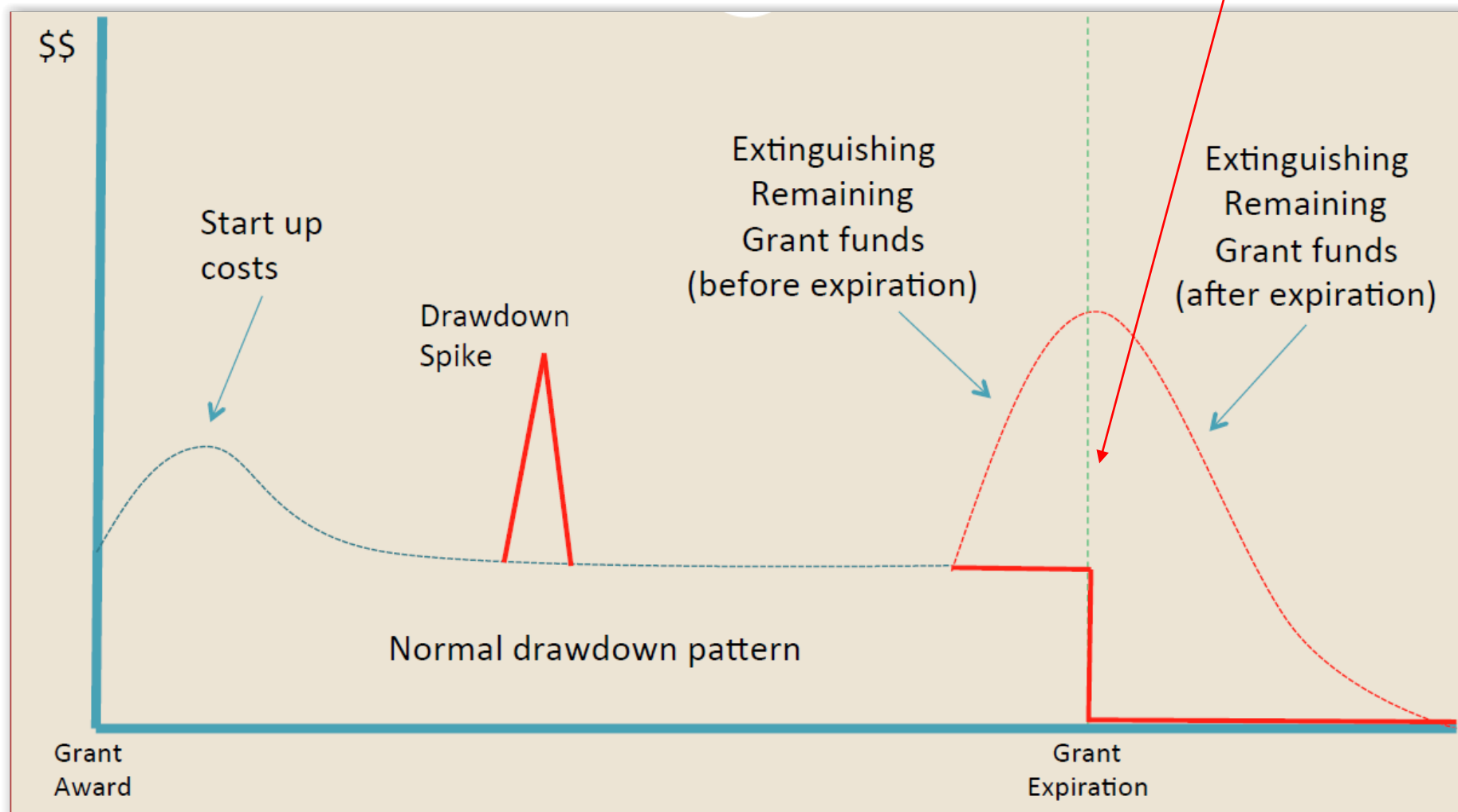
30-60 Days After Award End Date

- All final entries and transactions should have posted to the award. The reconciliation should be complete and final invoice should be submitted and paid.
- C&G will finish and submit all non-technical and financial closeout documents required by the agency.

Risks at end of award

- ▶ **Late Technical Reports (GONE Act)**
 - ▶ Consequence: Could impact future funding from sponsor if reports are submitted timely
- ▶ **Excessive cost transfers at end of award**
 - ▶ Consequence: Increased audit scrutiny. Auditors love to scrutinize cost transfers, especially toward the end of the project
- ▶ **Lack of PI Minimum Effort**
 - ▶ Consequence: Increased audit scrutiny. Auditors love to scrutinize cost transfers, especially toward the end of the project
- ▶ **Expense charges to “spend down” an award**
 - ▶ Consequence: Another highly scrutinized and highly sampled area for auditors. Large transactions, especially equipment, purchased at the end of the award.
- ▶ **Unmet cost share commitments**
 - ▶ Non-sponsored/unrestricted funds would have to cover any unmet cost share commitments.

Avoiding Spend Down



Highly scrutinized items at closeout

- ▶ Lack of PI Minimum Effort or a reduction in salary for the PI (or other key personnel) by 25% or more
 - ▶ Formal requests for reducing salary of key personnel should be done during the life of the project and in advance before closeout.
 - ▶ Formal requests for agency approval should always route through OSP
- ▶ Salary transfers at or after award end.
 - ▶ Must have a significant business purpose and justification for the charges.
- ▶ Student salary vs. tuition
 - ▶ Should be reviewed each semester to ensure tuition compensation and salary exist for students (i.e. no tuition w/o student salary)

Closeout Tools

- ▶ Examples from a department (CHTM)
 - ▶ Monthly Snapshot Spreadsheet
 - ▶ Sent to PI's once a month that tracks:
 - ▶ Spending
 - ▶ Encumbrances/Commitments
 - ▶ End Dates
 - ▶ Labor Distributions
 - ▶ PI Time
 - ▶ Existing Proposals
 - ▶ Grant Information
 - ▶ Reduced PI Salary Request Letter

CHTM Monthly Snapshot Spreadsheet

The background of the slide features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side and bottom of the slide, creating a modern, dynamic feel. The main text is positioned on the left side against a plain white background.

CHTM Reduced PI Salary Request Letter

- ▶ Per UG, a reduction in key personnel salary by 25% or more requires agency approval. This should be in place prior to closeout to avoid any closeout delays.

Ms. Katrice L. Hayes
U.S. Department of Energy
Oak Ridge Financial Service Center
P.O. Box 6017
Oak Ridge, TN 37831

Voice: (630) 252-2535
Email: katrice.hayes@science.doe.gov

August 13, 2019

Re: PI Effort Reduction Notice for Award No. DE-SC00[REDACTED] Investigation of [REDACTED]; UNM A1-[REDACTED]

Dear Ms. Hayes,

This is a notification of a reduction in the principal investigator's effort on this project to 45% of proposed time. This change stems from the following reason: the PI opted to rebudget funds originally budgeted for his salary for postdoctoral researcher support.

Should you have any programmatic questions, please contact the Principal Investigator, Associate Prof. [REDACTED] at 505-272-[REDACTED]. If you have any administrative questions, please contact Rebecca Valdez, UNM Sponsored Projects Services, at 277-2341.

Sincerely,



[REDACTED]
Principal Investigator
[REDACTED]@unm.edu

Rebecca Valdez
Supervisor, Fiscal Services
rvaldez3@unm.edu

cc: Timothy J. Fitzsimmons, timothy.fitzsimmons@science.doe.gov

Closeout Tools

- ▶ Burn Sheet Template

- ▶ A means to track spending, per budget line, for your selected period of time.

- ▶ Simple Burn Rate Calculator/Spending Monitor

- ▶ The College of Education has put together this helpful, monthly, burn rate calculator. This can be used to track categorical spending, and quantify fiscal expectations and milestones, during the life of the award. Departments should feel free to modify and use this document.

- ▶ <http://cgacct.unm.edu/resources/department/index.html>

Closeout Forms / Resources

▶ Department Closeout Checklist

- ▶ A resource to be used by departments to ensure all closeout requirements have been met.
- ▶ Can be found on C&G website
 - ▶ <http://cgacct.unm.edu/docs/department-closeout-checklist.pdf>
 - ▶ Version w/ notes:
<http://cgacct.unm.edu/docs/department-closeout-checklist-with-notes.pdf>

Department Closeout Checklist

Grant/Contract: _____ PI: _____
 Fund: _____ Department: _____
 Index: _____ End Date: _____

Complete	N/A	Item	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Verify Grant/Contract is closing with PI and confirm via Workflow	
<input type="checkbox"/>	<input type="checkbox"/>	If the Fund (but not the grant is contract) is closing, is the new fund/index set up? Is a RTSF needed?	
<input type="checkbox"/>	<input type="checkbox"/>	Verify all expenses are allowable	
<input type="checkbox"/>	<input type="checkbox"/>	Verify on Fed or flow-through awards that Key Personnel expense is at least 75% of proposed budget	
<input type="checkbox"/>	<input type="checkbox"/>	Verify any remaining Participant Support funds were not used elsewhere	
<input type="checkbox"/>	<input type="checkbox"/>	Verify tuition on the award for RAs (20A1) has matching salary	
<input type="checkbox"/>	<input type="checkbox"/>	Confirm all expenses have posted; move expenses on or off	
<input type="checkbox"/>	<input type="checkbox"/>	Move all payroll encumbrances to the appropriate index via EPAF	
<input type="checkbox"/>	<input type="checkbox"/>	Confirm that all final invoices from subcontractors/consultants have been processed	
<input type="checkbox"/>	<input type="checkbox"/>	Verify that all travel expenses are processed and that travel is complete before the end date of award	
<input type="checkbox"/>	<input type="checkbox"/>	Gather documentation for any non-payroll charges that post after the PED as well as for payroll charges that cross the PED	
<input type="checkbox"/>	<input type="checkbox"/>	All encumbrances are at zero; close PO's and internal requisitions (CRLS)	
<input type="checkbox"/>	<input type="checkbox"/>	All recurring charges are moved off with the correct effective date (including Telecom/ITS)	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure Cost-sharing commitments are met including Third Party	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure all Program Income Revenue has been spent	
<input type="checkbox"/>	<input type="checkbox"/>	Confirm with the PI that all progress reports are submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Submit the final reconciliation form to Contract and Grant Accounting Office	

CGA Closeout Forms

- ▶ **Contract & Grant Accounting Fund Closeout Reconciliation Form**
 - ▶ Review total expenses and any potential gain/loss amounts on project.
 - ▶ For gains/losses, confirm index for transfer
 - ▶ Reminder for patent questionnaire and any specific agency closeout documents
 - ▶ Items required before C&G can close index
 - ▶ PI attestation/certification that all expenditures posted or pending are allowable, allocable, reasonable, complete, and within the period of availability.
 - ▶ PI certifies that work has been completed
 - ▶ PI certifies that final progress report has been, or will be, submitted (if applicable)

Grant: _____ Fund: _____ Index: _____
 Principal Investigator: _____ Co-PI: _____
 Funding Agency: _____ Project End Date: _____ Total Expenses: _____
 Loss Amount: _____ Estimated Gain Amount (Subject to change depending on additional expenses in/out): _____
 Transfer Gain/Loss to Index: _____ Date Form Required: _____
 Fiscal Monitor (FM) Closing Fund: _____ FM Email: _____ FM Phone: _____

According to our records, the above referenced fund has ended. Please complete, sign, and return this Contract & Grant Closeout Reconciliation by the above date. If you do not respond by this date, Contract & Grant Accounting will proceed with closing the above grant/fund/index. Under the Uniform Administrative Requirements, Cost Principles and Audit respond by this date, Contract & Grant Accounting Requirements for Federal Awards, Subpart D-Post Federal Award Requirements-Closeout Section 200.343 (a) The Non-Federal entity must submit, no later than 90 days after the end date of the budget period, all financial, performance, and other reports as required by the terms and conditions of the Federal award. Also, UNM's Controller has required that all funds should be closed within 90 days.

If you have any questions regarding this form, please contact the Fiscal Monitor closing the fund.

If salary is being reallocated, process a labor redistribution. If cost transfers are needed in other expense categories, please prepare journal vouchers. If necessary, please submit any 90-Day memos with the closeout reconciliation.

The following documents were included in your Workflow or email. Please complete, sign, and return with this form:

- ☐ Patent Questionnaire
☐ Agency Closeout Documents: _____

The items checked below are required for the closeout of this fund:

- ☐ Request Final subaward invoice for: _____
☐ Documentation for cost share (in-kind, third party, etc.): _____
☐ PO modification to cancel or transfer outstanding open encumbrances: _____
☐ Please provide a copy of the invoice numbers: _____
☐ Please provide a tuition transfer form for: _____
☐ Other items: _____

Please examine the index for charges outside the beginning or end dates of the award; RA tuition expense that are not supported by RA salary expenses; address over/under expenditures; return any outstanding sub award invoices that are pending approval.

Please list expenses (charges in/out) that are still pending:

The following is to be completed by the PI or designee:

The Final Progress/Technical Report (Please choose one of the three options below):

- ☐ Was submitted on: _____
☐ Has NOT been submitted, but will be submitted on: _____ I will email the fiscal monitor once the report is submitted.
☐ No final progress/technical report is required.

As PI or designee, I certify that all expenditures posted and pending to the project as of today, are allowable, allocable, reasonable, complete and within the period of availability. All work has been completed or will be completed by the due date; including all final progress, technical reports and/or deliverables.

PI or designee Certification: _____ Date: _____

CGA Closeout Forms

- ▶ Patent Questionnaire
 - ▶ To be filled out by the project's Principal Investigator
 - ▶ Certification of any inventions
 - ▶ If yes:
 - ▶ Title of the invention
 - ▶ Date when invention was disclosed to UNM (STC)
 - ▶ Date when invention was disclosed to other parties
 - ▶ Whether other investigators were involved in creating the invention
 - ▶ Whether the PI is working with STC to commercialize the invention
 - ▶ Whether STC has filed a patent application for the invention
 - ▶ Whether the invention is related to other projects
- ▶ Other specific closeout forms required by the sponsor
 - ▶ Examples: DD882, SF-425, Property Reports, etc.

CGA Subaward Closeout Forms

- ▶ <http://cgacct.unm.edu/awards/subawards.html>
- ▶ Please send all reports within 60 days after the end date of the award
- ▶ Subaward Closeout Forms include:
 - ▶ Certificate of Final Accounting and Disposition of Property
 - ▶ http://cgacct.unm.edu/docs/certificate_of_final_accounting_property_disposition.pdf
 - ▶ Release and Assignment
 - ▶ <http://cgacct.unm.edu/docs/release-and-assignment.pdf>
 - ▶ Select the appropriate/required Patent Report:
 - ▶ Subrecipient DD882 (Patent and Subaward Info)
 - ▶ http://cgacct.unm.edu/docs/dd882_subrecipient.pdf
 - ▶ Department of Energy Patent Certification (SF2050.11)
 - ▶ http://cgacct.unm.edu/docs/doe_sf2050.11_patent
 - ▶ NASA Patent Reports need to be submitted using the following link:
 - ▶ invention.nasa.gov

Closeout: Documenting Cost Share Commitments

- ▶ Committed cost share is a binding requirement of an award
- ▶ Unmet cost share at the end of an award may lead to:
 - ▶ Reduction in total amount awarded by the sponsor
 - ▶ Providing the commitment from other unrestricted sources
- ▶ Third Party and Non-F&A In-Kind Cost Share Commitments:
 - ▶ This committed cost share is not accounted for in Banner, so documentation from the third party provider has to be provided by the department (usually in letter or memo form) to document that the requirements have been met.
 - ▶ Occasionally there will be UNM non-F&A In-Kind Cost Share such as out-of-state tuition remission, UNM volunteers, etc. Documentation from the department is also needed.

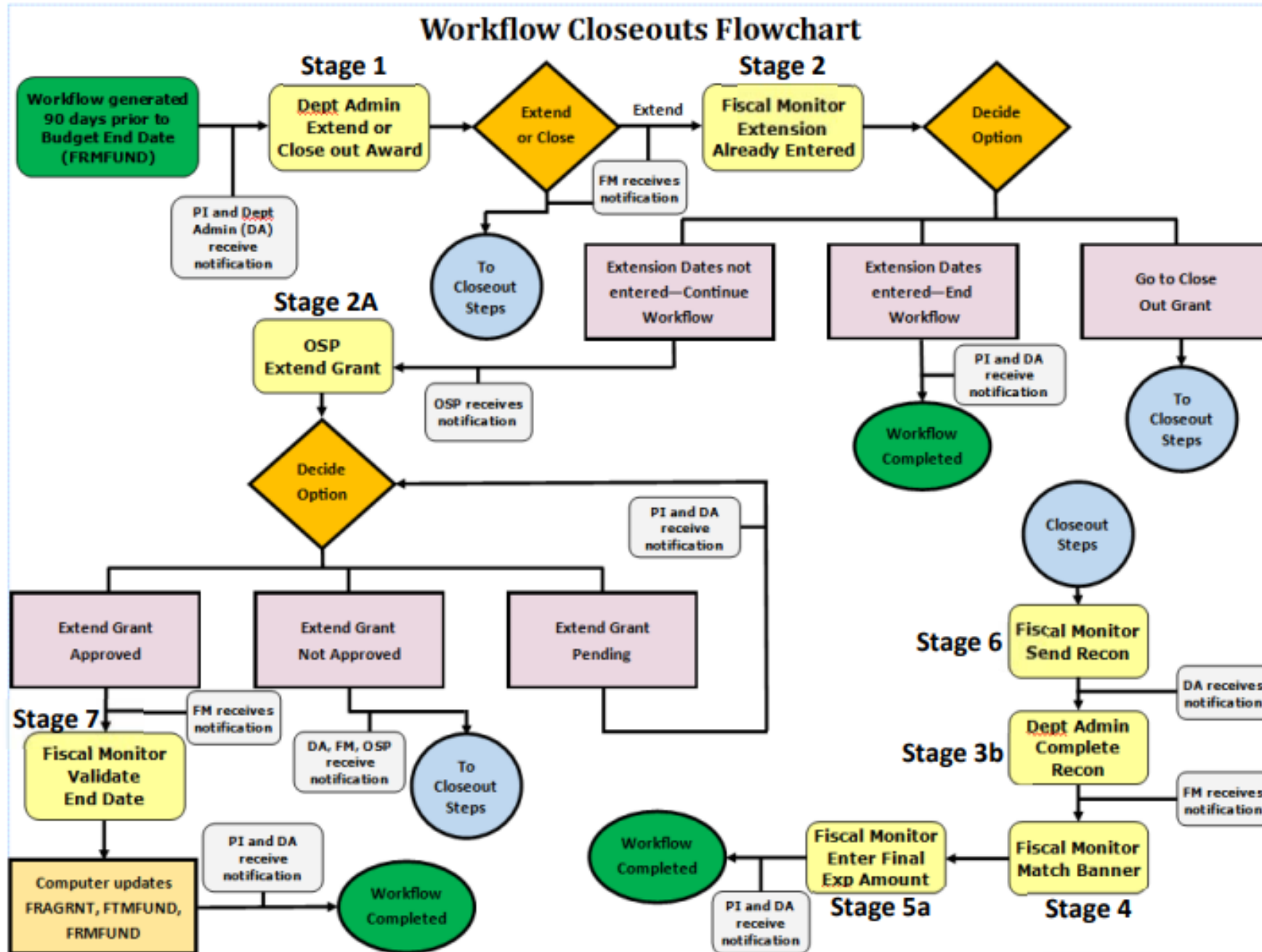
Award Closeout - Workflow

- ▶ The closeout Workflow process:
 - ▶ Increases efficiency in the closeout process for the Principal Investigator, Department/Unit Administrator, the Office of Sponsored Projects (OSP) and Contract & Grant Accounting departments (CGA).
 - ▶ Enhances communication, tracking, and accountability during various stages of the process.

Award Closeout - Workflow

- ▶ The Award Closeout Workflow process runs nightly and checks for funds ending in the next 90 days. An e-mail is sent to the Principal Investigator and Account Administrators.
- ▶ If the fund is truly expiring/ending:
 - ▶ CGA works with the Account Administrator via Workflow to prepare to close the fund.
 - ▶ A Closeout Reconciliation form will be sent via Workflow which will need to be signed and returned to CGA.
 - ▶ The PI and or department staff work with CGA to insure that all expenditures are allowable.
 - ▶ CGA reconciles and closes the fund.
 - ▶ CGA prepares any Financial Reports that are required and the PI prepares the Technical or Progress Report.
- ▶ When the fund is closed, the beginning of the fund title in Banner FTMFUND is changed to FROE (Final Reconciliation Of Expenditures).
- ▶ The fund can also be FROE'd outside of the Workflow system, but this process is followed only when absolutely necessary.

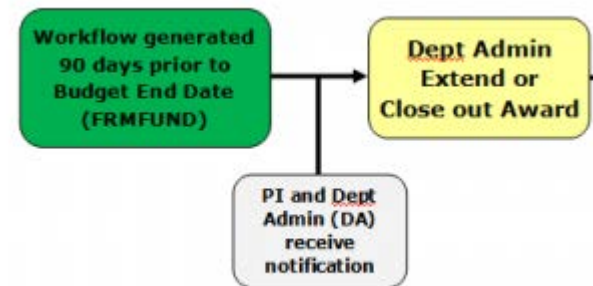
Closeout Workflow (Banner)



Stage 1: Extend or Close

▶ Stage 1: Waiting for Dept to Extend or Close

- ▶ 90 days prior to the Budget End Date, the Workflow process begins. An email is sent to both the PI and the Department Administrator (DA). The Workflow will be in the DA's queue where they can state whether the award will be closed or extended. This action should be done within 30 days, between -90 and -60 days from the Budget End Date.



- ▶ The DA should choose "Close" if the award is closing or "Extend" if extending. If extending, the DA needs to enter the new end date. Next place in the comments any relevant information for the Fiscal Monitor and OSP. Then the "Complete" button should be chosen to submit the Workflow.

Stage 1:

Extend or Close

- ▶ The Fiscal Monitor (FM) will check to see if the extension has been received and entered into Banner.
- ▶ If so, the FM will stop the workflow.
- ▶ If not, the FM will complete it so that it routes to OSP.
 - ▶ OSP will work with the agency on extending the award.
 - ▶ If more information is needed, OSP will directly contact the department.
 - ▶ Once OSP receives the extension, they will send the workflow back to the FM who will verify the end date and complete the workflow.
 - ▶ Banner is then updated and an automatic email is sent to the department.

Extend Or Close Out Grant

The screenshot shows a web form titled "Extend Or Close Out Grant". The form contains several input fields and a status selection section. Four numbered callout boxes with blue arrows point to specific parts of the form:

- #1:** Points to the "Status" section, which has two radio buttons: "Close" and "Extend". The "Extend" button is selected.
- #2:** Points to the "New Date:" input field, which contains the text "30-Jun-2020".
- #3:** Points to the "Comments:" input field, which contains the text "Testing Extensions".
- #4:** Points to the "Complete" button in the top right corner of the form.

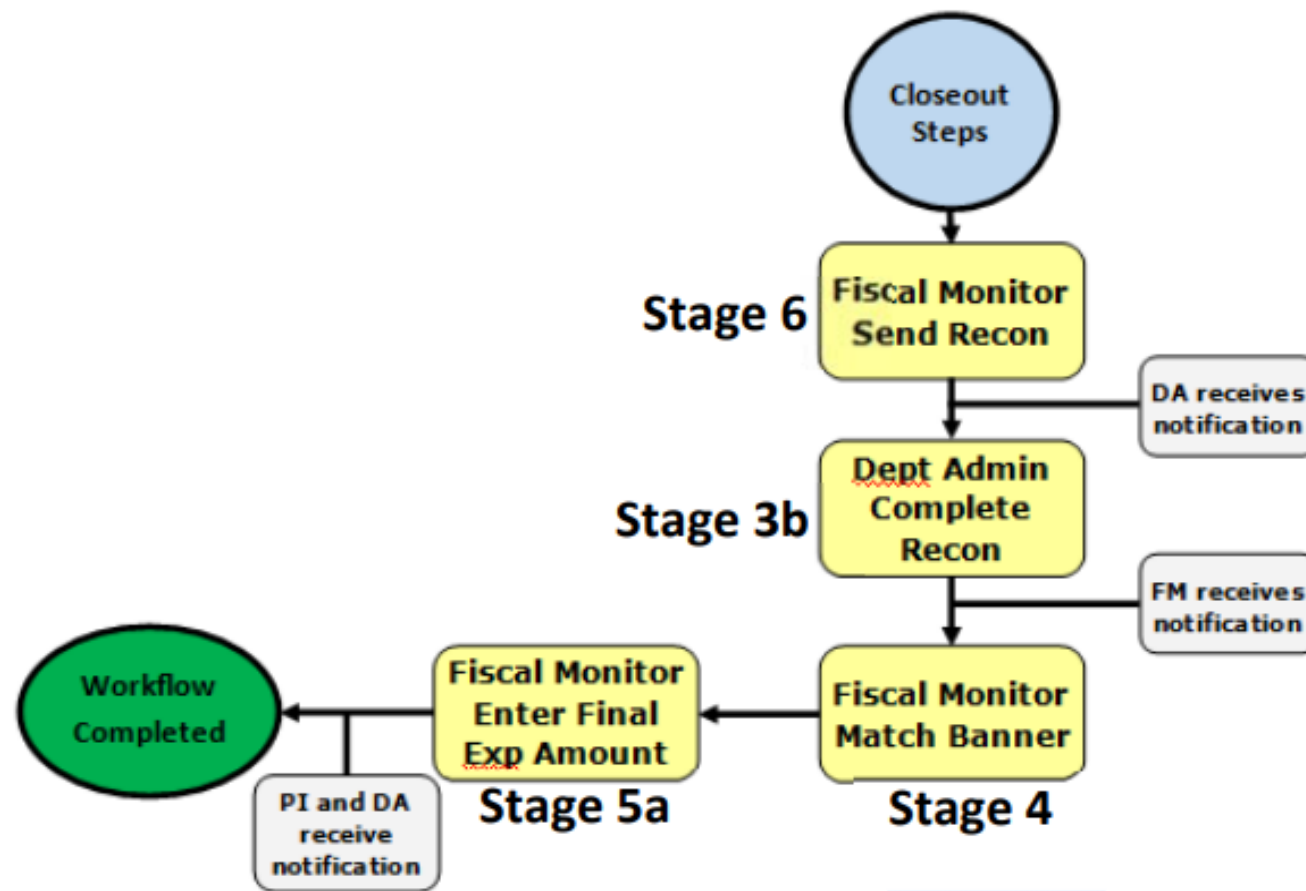
The form fields are as follows:

- Grant: 2RGW5
- Fund: 2GW50
- PI: Bushnell
- Index: 588785
- Sponsor: Santa Fe County
- Title: Aamodt Adjudication Community Outreach
- * Status: ☐ Close, ☒ Extend
- If extending the grant, enter the new end date: New Date: 30-Jun-2020
- *Comments: Testing Extensions

At the top right, there are three buttons: "Complete" (with a checkmark icon), "Save & Close" (with a floppy disk icon), and "Cancel" (with an 'X' icon).

Stage 3b: Waiting for Dept to Complete Recon

- ▶ Stage 3b: Waiting for Dept to Complete Recon
 - ▶ If the award is closing, the fiscal monitor will send the closeout reconciliation form along with any other closeout documents needed via Workflow.



Stage 3b: Dept to Complete Recon

*Comments:

Attachments



Patent Questionnaire

TESTING Workflow Patent Questionnaire.docx (14 KB)

03-May-2019 11:52:13 AM

Comments: Will try on another fund in a different browser.

[\[Update\]](#) [\[Remove\]](#)



Recon Report

TESTING WF Closeout Reconciliation.pdf (71 KB)

03-May-2019 11:51:38 AM

Comments: It does not allow me to choose "Recon Report" or any other options except for the section I can type in

[\[Update\]](#) [\[Remove\]](#)

Attach File

#1: Click on the reports and print (for hard signatures) or save (for electronic signatures)

#2: When forms are completed and signed, click on "Attach File" to upload signed documents.

Stage 3b: Dept to Complete Recon

Attaching files:

Attach File

File to attach:

TESTING Workflow Patent Questionnaire SIGNI

#3: Browse for signed document

Name:

Other Misc Reports

Patent Report

Pre-Award Attachment

Recon Report

Patent Questionnaire

#4: Choose name of report or type in a name

Comments:

"Signed" Patent Questionnaire

#5: Add comments if desired

Upload Cancel

#6: Click on Upload when complete

Stage 3b: Dept to Complete Recon

If using a standard name, Workflow will ask to overwrite.
Go ahead and overwrite the unsigned version with the signed document:

Overwrite Attachment?

The document name you selected already exists. Do you want to overwrite your pre-existing attachment?

☒ Yes ☐ No

Once all documents are attached, the Workflow can then be completed.
It will then go to the FM who will finish the closeout process.

Complete Recon Report

Grant:

2RMP4

Fund:

2MP40

PI:

Houck

Index:

☒ Complete ☐ Save & Close ☐ Cancel

#7: Choose the "Complete" button to submit. It will then go back to the FM for processing.

MyReports - All Campus FRGGR90

FRGGR90 - Closeout Workflow for Funds Ending on Contract

Please select column(s) to display:

▶

◀

▲

▼

AGING
GRANT CODE
FUND CODE
INDEX CODE
FM
SPO-NAME
DEPT ADM

Campus:

☐ HSC
☒ MAIN



Select Stages:

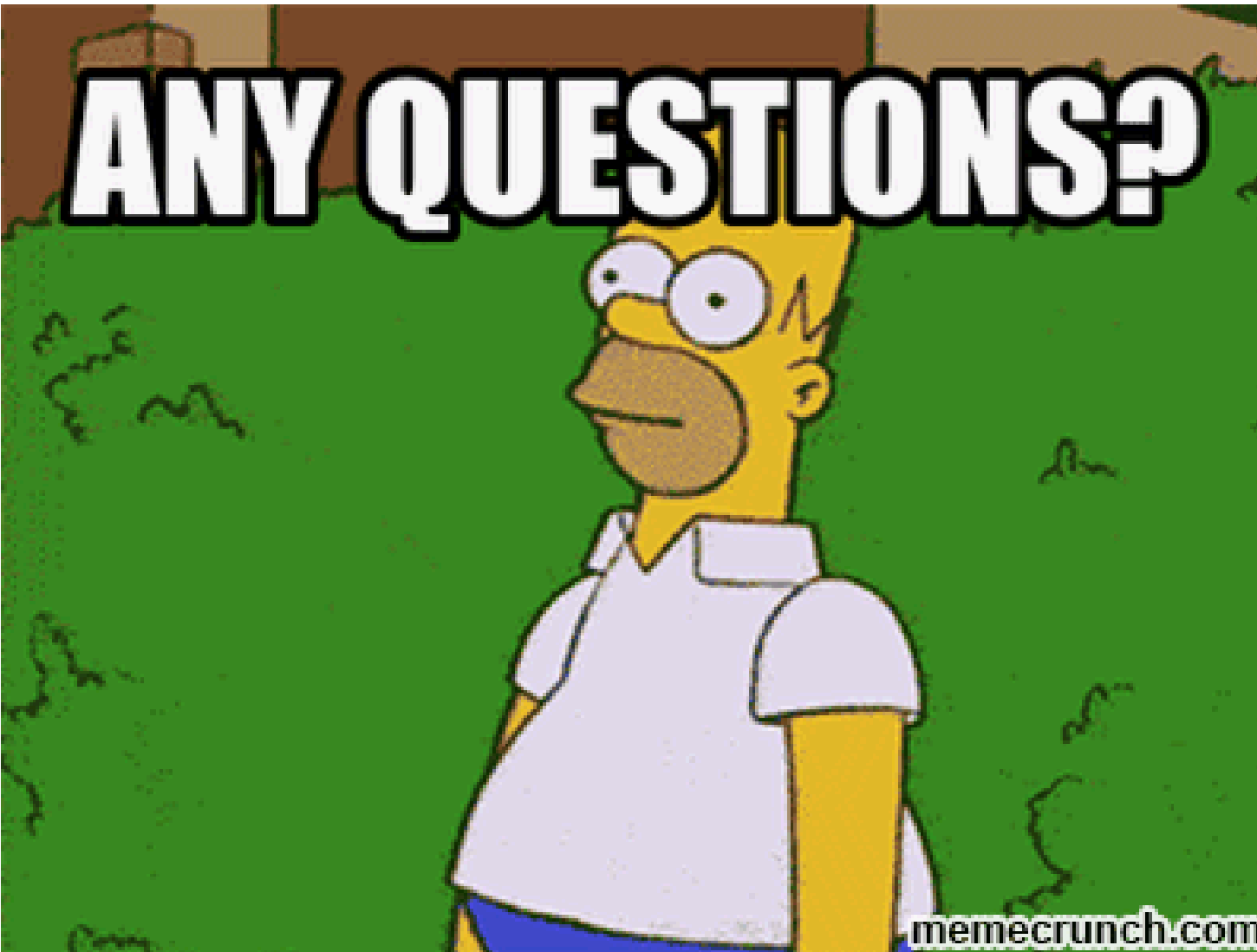
Waiting for Dept to Extend or Close
Waiting for Fiscal Monitor to Enter Final Expendure Amt
Waiting for Fiscal Monitor to Enter Recon Matches BANNER
Waiting for Fiscal Monitor to Enter if Already Extended
Waiting for Fiscal Monitor to Send Recon
Waiting for Fiscal Monitor to Validate End Date
Waiting for Pre-Award Approval

**Please do not print d
output display.**

If using HTML Active R
(click the drop-down ar
ouptut, select the Exp
Filtered only) to Excel.
Excel output.

Select type of display output. Use Excel for printing.

 ☐ HTML Active Report  ☒ Excel



THANK YOU FOR
ATTENDING TODAY!