Sponsored Projects Administration
UNIVERSITY OF GEORGIA

Proactive Steps for Budget Year/Award Closeout

- Identify projects eligible for closeout. Utilize the UGA_GM_CF_PROJECT_END_DATES query to proactively monitor projects ending within the next 120, 90 and 60 days
- Verify with PI the status of the project.   Is work on the project complete?
    - If yes, complete steps below.
    - If not, assess whether:
        - A modification to carry forward existing funds to new budget period is warranted.
        - A modification for No Cost Extension is needed to complete the scope of work.
- Review project expenses ensuring all expenditures have posted to the project before the budget/project end date. If there are outstanding expenses that have not posted, please work with vendors/subrecipients to get the items delivered and the invoice(s) processed immediately.
- Post expenses to the project no later than 45 days after the project end date to be included on the final invoice/ report according to the Manual Adjustments on Finals policy.   For projects which require a final report prior to 45 days after close AND there are unposted expenses which should be included in the final report:
    - Complete Adjustments on Finals Request Form;
    - Provide backup documentation; and
    - Certify charges after the end date were incurred within the project/activity period.
- Close out subawards by contacting subrecipients, requesting, receiving and submitting final invoices for payment. Invoices must be marked as FINAL and must be received by the due date identified in the subaward agreement.
- Correct overdrafts by ensuring a journal has been processed to eliminate the overdraft. These journals must post by the project end date.
- Verify cost share commitments have been met by the project end date.
- Utilize the Project Status Report, the Project Status Cube, and Financial Queries to confirm final expenses with SPA Invoicing Accountant via email. Once final expenses are confirmed, SPA will proceed by completing/submitting the final invoice/report.
- Complete Payroll Certification in the Grants Portal utilizing the Compensation and Payroll Certification Job Aid once expenses are finalized.
- Refer to the Award Checksheet in the Grants Portal and identify whether the project requires a Final Technical Report prepared by the PI. Ensure all reporting requirements are met. Provide SPA with a copy of the Final Technical Report.
- Obtain the Final Invention Statement, if required, and submit to SPA.