Controller's Office - Grants and Funds Management

Sponsored Programs Close Out Matrix

Items:	90 days prior to end date:	30 days prior to end date:	15 days after end date:
Additional Funding/No-Cost Extensions	This assessment needs completed now, so any items can be addressed.	If new funds are not awarded, or the No Cost Extensions has not been approved yet, this account should be placed on risk.	At this time the award is considered ended since it was not placed on risk, and is in full close out.
New Expenses	Expenses incurred must be for items utilized prior to the end date of the award.	Expenses incurred must be utilized, it is not based off of when an items is ordered or paid, but rather when it is used.	Award is in close out, and PAA will deny for out of period costs without a risk account.
Cost Share	Review and ensure accuracy and make adjustments as needed. Provide details for any 3rd party cost share to your PAA so that can be booked in the system.	Any adjustments are due this month to ensure inclusion in the final invoice.	It may be too late to record additional cost share.
Payroll Account Changes	If the award is not being extended, payroll needs to be reviewed for funding after the end date.	Account Changes need to be submitted to ensure future payroll is moved to appropriate account after end date.	Must be done or payroll will be moved to department's A or E fund.
Payroll Retros	Review payroll, ensure accuracy and make allowable adjustments as needed.	Any needed forms are due this month to ensure inclusion in the final invoice.	May be too late to add additional payroll; retros removing incorrect payroll will be approved.
Puchasing Cards	Review to make sure all pcard holders have submitted their statements that contain expenses for the award.	Review to make sure all pcard holders have submitted their statements that contain expenses for the award.	Review to make sure all pcard holders have submitted their statements that contain expenses for the award; any not completed by this point may not be posted in time to be reported or invoiced.
Cash Advances/ Participant Cards	Review what is still outstanding. Reconcile and settle where able.	Any cash advances or participant cards need to be settled now. These costs must be incurred during the award period.	Must be done or resulting charges may not be on final invoice. Any cash advances or participant cards issued towards the end of the award, must be closed out within 30 days after the award end date, regardless of the time frame typically allowed so that those costs can be included in the final invoice.
Subawards	Review subs - ensure they are invoicing on time and are caught up through this last quarter.	Email subs for any outstanding invoices or issues, remind them of the 60 days for their final invoice (or other date depending on the award).	Ensure that subs are aware of end date, help coordinate finals.
Defaulted Charges (postage, motor pool)	Review award to see what charges are defaulting and will need addressed.	Begin requests to have any defaults adjusted to a new funding source past the end date.	This needs to be completed to ensure out of period costs do not post and delay final invoicing.
Other Internal Charges (printing, animal charges)	Work with charging department to ensure charges are processed and posted to the award.	Work with charging department to ensure charges are processed and posted to the award.	Review and see if any charges are missing or not processed yet. Alert your PAA if this is the case.
Travel	Review and ensure all travel that has occurred up until this point has been charged to the award.	All travel that has occurred should be posted, unless within the last month of the award.	Process travel for the final month, as soon as possible.
Payment Requests	Review and process any needed payments that are due.	All payments should be posted, unless they occurred within the last month of the award.	Process payment requests for the final month within the next two weeks.
Tuition	Review to make sure all students are posted, and tuition charged is as expected.	Review to ensure semesters not included in the award period, are not charged	Ensure that any subsequent semesters are on the proper project and will not default to an ended award. For example, review to ensure spring tuition will not post, if the award has a fall end date.
Journal Entries	Complete as soon as possible.	Complete so these are in final billing month, and can be included on the final invoice.	Must be completed and posted within the next two weeks.
Journal Vouchers	Complete as soon as possible.	Complete so these are in final billing month, and can be included on the final invoice.	Must be completed and posted within the next two weeks.
Requisitions	These will be reviewed in detail, given the end date being so soon.	Most requisitions will not be able to be processed in the last month of the award.	These are typically not approved after the end date has passed.
Purchase Orders	Check if purchase is complete, items have arrived and process payment.	If purchase is not completed, this PO needs to be close out on the project.	All Purchase Orders need paid out and/or closed.
Confirming final expenses	Review all expenses, this matrix includes the most common charges as guidance.	Continue to monitor expenses. As soon as all are posted confirm with your PAA so final invoicing can begin.	Confirmation of final expenses is needed to ensure all are captured on final invoicing and reporting.
Reporting	Ensure all progress reports are completed, this often will impact the ability to collect funding from the sponsor. GFM will complete all financial reporting.	Ensure all progress reports are completed, coordinate with the PI on final progress reporting requirements. GFM will complete all financial reporting.	If payment is contingent upon deliverables, ensure these are submitted along with any other programmatic reporting required in the agreement. GFM will complete all financial reporting, if this requires coordination with final programmatic reporting, work with your PAA.