

**GRANTS PROJECT  
CLOSEOUT  
REPORT  
(ACR)  
APRIL 5, 2012**





# Sponsored Research Accountants

- **Susan Bledsoe**
- **Sharon Flynn**
- **Cindy Panchisin**
- **Susan Tkachick**
- **Jill Vamos**

# Agenda

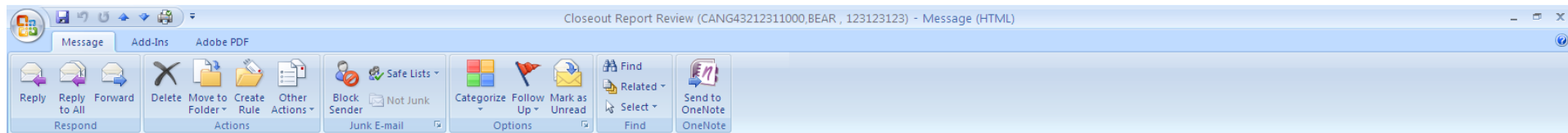
- What is the Grants Project Closeout Report (ACR)
- Why it is important
- How to navigate thru the report
- Tips and Tricks for a successful closeout submission

## What is the ACR?

- Created to assist the Departments close out their Grants.
- Runs multiple queries.
- Required to close out each grant project.
- Auditable document.

## When is it Created?

- Generated on the 1<sup>st</sup> of each month.
- Created 90 days before the Award end date.
- Department Administrator listed as the main contact will receive the following email within that 90 days.



From: Bledsoe, Susan M.  
To: Bledsoe, Susan M.  
Cc:  
Subject: Closeout Report Review (CANG43212311000, BEAR, 123123123)

Sent: Tue 3/20/2012 12:36 PM

## Closeout Report Review (CANG43212311000, BEAR,123123123)

A Closeout Report is ready for your review and submission. In order to meet the award closeout requirements, we recommend that departments begin the closeout process 90 days PRIOR to the end date of the award period. This notice is being sent for an award that has either ended or will end within the next 90 days.

While we understand the Principal Investigator has the overall responsibility for financial stewardship of the award, this email is being sent to you as the Closeout Contact for your department. Please engage the PI during the financial review of this project and attach all documentation as requested.

When you have completed your review and have submitted all necessary documentation, the report will be forwarded to the Research Office for final review, where it will either be marked as completed, or you will be contacted by a Closeout Administrator for further discussion.

Please refer to the award agreement and sponsor guidelines for deliverable due dates. Generally, closeout reviews are to be completed no later than 30 days before the final invoice due date. This will help ensure all necessary financial transactions are recorded in the system prior to final invoicing

Click this link or copy and paste it into your browser window to access the Closeout Report:  
<https://primus.nss.udel.edu/projectcloseout/loadCloseout.action?report.id=5800>

Or, visit <http://www.udel.edu/projectcloseout/> and login from there.

Thank you,

Research Office

## No Cost Extensions (NCE)

- Discuss the possibility of a NCE with PI.
- If no NCE, please ensure that all transactions are posted in a timely fashion so the Research Office can bill the sponsor and receive full payment.

## Grants Project Closeout Report Detail

Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.

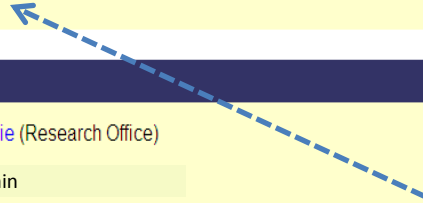
Symbol Key: \* Required Information

### Project to close

Project ID: CANG43212311000  
Award number: 123123123  
Award title: University Research  
Award Principal Investigator name: Bear, Black  
Project Principal Investigator name: Bear, Black  
Project end date: 09/30/2012  
Closeout Admin: Not yet assigned.

Is there an extension or renewal pending for this project? \* If the sponsor has agreed to an extension of the project, please send the official document approving it to the Research Office.

yes,  no



### Routing and Authorization

Re-routed by: [Bledsoe, Susan Marie](#) (Research Office)

Date: 02/28/2012 14:12

Current Holder: Department Admin

Action: \*

Comments:

Is there a NCE?  
YES or NO  
Must be answered to proceed

## Grants Project Closeout Report Detail

Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.  
Symbol Key: \* Required Information

### Project to close

Project ID: CANG43212311000  
Award number: 123123123  
Award title: University Research  
Award Principal Investigator name: Bear, Black  
Project Principal Investigator name: Bear, Black  
Project end date: 09/30/2012  
Closeout Admin: Not yet assigned.

Is there an extension or renewal pending for this project? \* If the sponsor has agreed to an extension of the project, please send the official document approving it to the Research Office.

yes,  no

Extension status: \* (check at least one box)

Extension request is pending. Contract & Grant Administrator has been included in the process

Extension approval received from sponsor.  
Attach copy here if not previously sent to the Research Office.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

Other, please explain:

Is there a NCE?  
YES  
Please answer with one  
or more of the  
following three choices

### Routing and Authorization

Re-routed by: [Bledsoe, Susan Marie](#) (Research Office)

Date: 02/28/2012 14:12

Current Holder:

Comments:

Click Submit form after  
answer is selected

## NCE? YES

- Involve Contract & Grant Specialist in NCE process.
- If NCE is not approved, ACR will be returned to begin the closeout.
- If NCE has been approved, you will receive the following email.



From: Bledsoe, Susan M.  
To: Bledsoe, Susan M.  
Cc:  
Subject: Closeout Report Complete/Extended (CANG42212311000, Bear, 123123123)

Sent: Tue 3/20/2012 12:34 PM

## Closeout Report Complete/Extended (CANG42212311000, Bear, 123123123)

**The Closeout Report has been marked as Complete or Extended by the Research Office. If the Closeout Report has been Extended, this means that your NCE request has been approved. You will receive a new Report 90 days prior to the end of the new Award end date.**

Click this link or copy and paste it into your browser window to access the Closeout Report:  
[https://webqa.mis.udel.edu/projectcloseout\\_ft/loadCloseout.action?report.id=921](https://webqa.mis.udel.edu/projectcloseout_ft/loadCloseout.action?report.id=921)

Or, visit <http://www.udel.edu/projectcloseout/> and login from there.

Thank you,  
Research Office

## Links



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# Research

February 28, 2012

Home / Preparing / UD Grants Management Guide

HOME For Researchers For Students For Industry News & Education

Researcher's Toolbox  
Click here ▶

## Grants Management Guide

This information is designed to assist departmental research administrators — professionals who work with researchers in their unit and with contract-and-grant experts in the Research Office in establishing, maintaining, and closing out research awards. If you are seeking guidance on developing a proposal and its budget, please see the [Proposal Guide](#).

### Updates

Research Administration Roles and Responsibilities

NIH News for 2011 **NEW**

Conducting Research

Policies & Forms

UD Proposal Guide

Intellectual Property Guide

Training

Research Administration Roles and Responsibilities

Administrative Listserv

Staff Directory

F.A.Q.

Notices & Announcements

Getting Started Maintaining the Award Closing the Award

Congratulations on receiving research funding! These guidelines are designed to help you efficiently manage your award in compliance with University and sponsor policies and procedures.

As a first step, please verify that the award has been reviewed by the Research Office. It is important to remember that only Research Office staff, as the authorized representatives of the University, can sign agreements, contracts, and grants. If you do not know your department's Research Office

Web Resources

[Automated Closeout Report \(ACR\)](#)

[UD Financials Systems Information](#)

Effort Certification System

General Accounting

Procurement Services

- Closeout Report

- <http://www.udel.edu/research/preparing/grantsmanual.html>

- <http://www.udel.edu/projectcloseout>

## Grants Project Closeout Report Menu

Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.

Symbol Key: \* Required Information

[Search for Closeout Reports](#)

[View Interim Report](#)

**Closeout Report Main Menu**  
Users should click either menu item to expand sub-menu selections

## Grants Project Closeout Report Menu

Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.

Symbol Key: \* Required Information

[Search for Closeout Reports](#)

[View Interim Report](#)

Provide search criteria to view non-interactive Interim reports.

**Award #:** \*  (lookup)

OR

**Project ID:** \* Enter all or part of the Project ID.

(lookup)

At least one search criteria must be entered to activate non-interactive interim report

## Grants Project Closeout Report Menu

Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.

Symbol Key: \* Required Information

### Search for Closeout Reports

Provide search criteria to view pending Closeout reports.

**Department ID:**  (lookup)

**PI Empl ID:**  (lookup)

**Award #:**  (lookup)

**Project ID:**  (lookup)

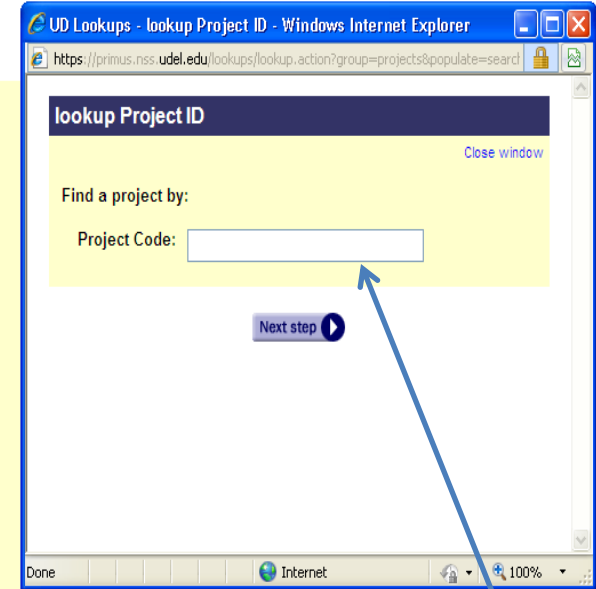
**Status:** Choose one

**Creation date:** From:  To:  (use format mm/dd/yyyy)

**Current Holder:**  (lookup)

**Closeout Admin UD ID:**  (lookup)

Define your search criteria by identifying 1 or a combination of up to 8 categories.



Dropdown box to search on report status:  
New  
In-progress  
Extension  
Complete

Each search criteria has a lookup feature. Type in the known characters, then click "next step" to reveal list of possible selections.

[View Interim Report](#)

## Grants Project Closeout Report Details


Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.

Symbol Key: \* Required Information

Results per page: 25

### Search Results

Department name	Award #	Project ID	Project PI	Project end date	Current holder	Dept. date received	Status
Research Office	123123123	CANG43212311000	Bear	09/30/12	Bledsoe	09/30/12	New



A summarized listing of search results is revealed after clicking the “submit” button from the previous menu. Users should click on the Project ID to access the interactive Closeout Report.

New  
In-Progress  
Extended  
Complete

### Grants Project Closeout Report Detail

Use this to manage project status and prepare for closeout. Questions? Contact the Research Office.

Symbol Key: \* Required Information

#### Project to close

Project ID: CANG43212311000  
Award number: 123123123  
Award title: University Research  
Award Principal Investigator name: Bear, Black  
Project Principal Investigator name: Bear, Black  
Project end date: 09/30/2012  
Closeout Admin: Not yet assigned.

Is there an extension or renewal pending for this project? \* If the sponsor has agreed to an extension of the project, please send the official document approving it to the Research Office.  
 yes,  no

#### Routing and Authorization

Re-routed by: Bledsoe, Susan Marie (Research Office)

Date: 02/28/2012 14:12

Current Holder: Department Admin

Action: \*  
Choose one

Comments:

Is there a NCE?  
NO  
The rest of the Closeout Report  
will appear for completion

Save & exit (not submitted) Submit form

## NCE? NO

- Report data will only appear if you answer NO to the first question.
- If No NCE, proceed with completing the ACR.
- Normal closeout window is 90 days.
  - 45 days for the department to complete the ACR and 45 days for the Research Office to complete the financial closeout requirements.
  - **Review your Award terms and conditions to verify closeout window.**

# Technical Report for Project: CANG43212311000

Review the reporting obligations and submit all required technical or program reports by the sponsor's due date. Send a copy of the transmittal letter or other proof of submission to RO. If the closeout review is complete, with the exception of the final technical or program reporting, please indicate the anticipated date for the completion of the report(s) in the Comment box provided, and forward the Closeout Report to the RO.

**Proof of submission:** Use the Browse button to locate the file on your local drive. File name should begin with award number.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

[Upload additional files](#)

Has a <sup>\*</sup>  yes,  no  
Technical/Program Report been submitted?

Must Select Yes or No

Comments:

Use Save Button to lower risk of losing data.

# Final Technical Report

- Attach proof of submission to sponsor (email, letter, or online submission), not actual report.
- If no report is required as per agreement, note in comment box.
- If all is complete on ACR except for the technical report, send ACR to RO, we will return it—do not hold up ACR waiting for the report.

If applicable, provide total amounts by budget line. Provide backup documentation as needed showing original transactions including purpose codes. Verify that effort reports accurately reflect salary match. F&A and Waived F&A may not be included in Committed Cost Share value displayed on this report.

Please note this value only represents items recorded and tracked within the grants financial system. Items not tracked may include third party and graduate tuition. Please refer to your award agreement to determine all cost share requirements. Attach support to document that cost share has been met.

Total	RO	College	Department	Action
Committed: \$37,380.00	Committed: \$0.00	Committed: \$0.00	Committed: \$37,380.00	<a href="#">View details</a>
Expended: \$66,927.52	Expended: \$0.00	Expended: \$0.00	Expended: \$66,927.52	<a href="#">View details</a>

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

1.

[Upload additional files](#)

**Has other Cost-share (either mandatory OR voluntary) been committed? \***

yes,  no

**Must Select Yes or No**

**Comments:** 4000 characters left.

## Cost Share/ Match

- Review award terms and conditions to determine cost share requirement.
- Expended amount should be equal to or greater than committed amount.
- Attach spreadsheet(s) for any other required match that is not tagged with project id, such as tuition and third party.
- Indicate in the comments any waived F&A being used, and the grand total required and met.

## After end-date charges for Project: CANG43212311000

Verify and provide documentation for all allowable after end-date charges. Remove all unallowable after end-date charges.

Purpose	Account	Account Description	\$ Subtotal	Action
CANG432123	122700	GRADUATE FELLOW	\$0.00	<a href="#">View details</a>
CANG432123	126000	STUDENT LABOR	\$548.78	<a href="#">View details</a>
CANG432123	130100	CONFERENCES & TRAINING MEETING	\$253.00	<a href="#">View details</a>
CANG432123	140100	ATHLETIC SUPPLIES	(\$35.67)	<a href="#">View details</a>
CANG432123	144100	CONFERENCE CHARGES	\$1,386.00	<a href="#">View details</a>
CANG432123	146400	HONORARIA (1099 O/H CHARGED)	\$1,000.00	<a href="#">View details</a>
CANG432123	147900	PROFESSIONAL FEES	\$2,879.61	<a href="#">View details</a>
CANG432123	149800	OTHER SUPPLIES&EXP	\$35.67	<a href="#">View details</a>
CANG432123	195000	OVERHEAD - F&A RATE RECOVERY	\$1,971.90	<a href="#">View details</a>

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

[Upload additional files](#)

**After-end-date charges status:** \*

**Comments:**

Must Select an answer from drop down menu

# After End Date Charges

- After end date charges are transactions that have hit the grant system after the project end date, noted the top of the ACR.
  - As noted previously, if Project End date is incorrect on this form, please contact the Research Office so we can get it fixed.
- Enter comments and attach backup for any charges that occurred after award end-date.
- Not necessary to address fringe and F&A that hits after end date for salary in the last month of award.
- Not necessary to attach JV, can reference JVs in comments.

# After End Date Charges

- Actual backup – should show original order date, helpful if the date and dollar amount are circled or marked for easy identification.
- Organizing the backup – it's helpful to scan, attach and name by account or type of expense (travel, S&E, phone, etc). Also helpful to scan in date order so that the backup is in approximate order of actual expenses.
- Match after end date:
  - Transaction being used as cost share on project must follow same guidelines as sponsor charges.
  - Transaction being used as cost share on another project must be removed.
  - Sometimes, additional salary match hits before the LAM gets revised.

Over expenditures for Project: CANG43212311000

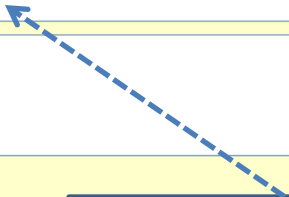
If project is overspent, remove all over expenditures.

Project title	Purpose	Purpose title	PI	Start date	End date	F&A rate %	Sponsor budget	Actuals	F&A	Balance (Bud - (Act+F&A))
University Research	CANG432123	University Research	Bear, Black	10/01/11	09/30/12	15.0%	\$1,200,000	\$810,000	\$265,680	\$124,320

Over expenditures status: \*

Comments:

 Save



Must Select an answer from drop down menu

# Over Expenditures

- Use dropdown box to give expenditure status of award.
- Add comments, such as a pending JV that has been recently submitted to clear overexpenditures.
  - Note pending JV #s

## Potential Unallowable charges for Project: CANG43212311000

Verify and provide documentation for all potential unallowable costs based on [OMB Circular A-21](#) and the applicable sponsor regulations (including but not limited to food, foreign travel, telephone equipment, line charges, general office supplies and office furniture.) If you need clarification, please contact the [Research Office](#). For additional resources, please refer to [UD Externally Sponsored Project Cost Transfer Policy, 6-18](#), and associated Cost Transfer Procedure, and [UD Cost Accounting Standards Guidelines](#).

Purpose	Account	Account Description	\$ Subtotal	Action
CANG432123	140140	STUDENT CENTER EXPENSE	\$257.50	<a href="#">View details</a>
CANG432123	140200	COPY MACHINE SUPPLIES	\$99.00	<a href="#">View details</a>
CANG432123	141000	OFFICE SUPPLIES	\$396.70	<a href="#">View details</a>
CANG432123	143300	LAWN CHEMICALS	\$109.13	<a href="#">View details</a>
CANG432123	144900	PROFESSIONAL DEVELOPMENT	\$17,429.46	<a href="#">View details</a>
CANG432123	145600	FOOD-UD EMPLOYEES/STUDNTS ONLY	\$3,426.35	<a href="#">View details</a>
CANG432123	147700	POSTAGE AND MAIL SERVICE	\$686.49	<a href="#">View details</a>
CANG432123	148500	TELEPHONE	\$17.34	<a href="#">View details</a>
CANG432123	149000	TUITION - GRADUATE STUDENTS	\$6,000.00	<a href="#">View details</a>
CANG432123	149000	TUITION - GRADUATE STUDENTS	\$55,632.00	<a href="#">View details</a>
CANG432123	149200	AWARDS & PRIZES	\$13,000.00	<a href="#">View details</a>
CANG432123	149600	COMPUTER HARDWARE & SUPPLIES	\$10,154.17	<a href="#">View details</a>

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as [closeout-reports@udel.edu](mailto:closeout-reports@udel.edu). Include Project Id as reference.)

[Upload additional files](#)

Comments:

# Potential Unallowable

- This is not a complete list of all possible unallowable charges, merely a guideline to follow for some of the most typical types of transactions on federal funding.
- Some of the listed accounts may be allowable on your particular award.
- Some un-listed accounts may be unallowable on your particular award.
- 149800 is not listed; however, this account should only be used when there appears to be no other appropriate account to choose. If there are hundreds of 149800 transactions on the purpose, something is clearly wrong, or we need to suggest a new account.

Potential Unallowable charges for Project: CANG43212311000

Verify and provide documentation for all potential unallowable costs based on [OMB Circular A-21](#) and the applicable sponsor regulations (including but not limited to food, foreign travel, telephone equipment, line charges, general office supplies and office furniture.) If you need clarification, please contact the [Research Office](#). For additional resources, please refer to [UD Externally Sponsored Project Cost Transfer Policy, 6-18](#), and associated Cost Transfer Procedure, and [UD Cost Accounting Standards Guidelines](#).

Purpose	Account	Account Description	\$ Subtotal	Action
CANG432123	141000	OFFICE SUPPLIES	\$334.44	<a href="#">View details</a>
CANG432123	141000	OFFICE SUPPLIES	\$200.00	<a href="#">View details</a>
CANG432123	144900	PROFESSIONAL DEVELOPMENT	\$2,895.00	<a href="#">View details</a>
CANG432123	147700	POSTAGE AND MAIL SERVICE	\$84.87	<a href="#">View details</a>
CANG432123	148500	TELEPHONE	\$28.00	<a href="#">View details</a>
CANG432123	199700	TRANSFERS W/ OP/NON	(\$18,615.00)	<a href="#">View details</a>

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

1. [CANG432123.xlsx](#) [delete](#)

1.

2.

[Upload additional files](#)

**Comments:** 4000 characters left.

## Outstanding transactions for Project: CANG43212311000

Provide a list of any pending transactions and unresolved items that are not reflected in the general ledger. Provide a status for each item. Please make every attempt to get these items finalized prior to RO closeout.

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

[Upload additional files](#)

**Comments:**

# Outstanding Transactions

- This is a good area for you to keep notes to yourself about the information and transactions that are still pending.
- If everything else on the ACR is completed, you may submit the ACR with notes about the still pending item(s), but keep in mind that we can't complete the closeout until all transactions have hit the purpose.
- If you have submitted requisitions to procurement for payment, please attach them as well as any backup that may be needed for the after end date charges.

## Equipment inventory for Project: CANG43212311000

If required by sponsor, provide an equipment inventory. Verify that any fabrication charges (153100) have been capitalized (167900).

Purpose	Account	Account Description	\$ Subtotal	Action
CANG432123	153100	PARTS-EQUIPMENT FABRICATION	\$23,057.50	<a href="#">View details</a>
CANG432123	167900	CAPITAL EQUIPMENT	\$13,664.93	<a href="#">View details</a>

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

**Comments:**

# Equipment Inventory

- Verify that all 153100 transactions have been capitalized or moved to S&E.
- There are very few exceptions where 153100 can remain on a purpose.
- Check sponsor's terms and conditions – if a property inventory is required, please attach it here.
- If the section states “No transactions have been found,” you don't need to add a comment.

## Subcontracts for Project: CANG43212311000

If there are subcontracts, coordinate with Research Office to obtain final invoice and reports as itemized in agreement from subcontractors.

PO# (PS or prior)	Vendor #	Purpose	JV #	Account	Total paid amount	Action
0000024232	DELAWARE STATE UNIVERSITY	CANG432123		153200	\$25,000.00	<a href="#">View details</a>
0000024232	DELAWARE STATE UNIVERSITY	CANG432123		153300	\$40,282.03	<a href="#">View details</a>

**Subcontract status:** \*

Choose one

**Comments:**

 Save

Must Select an answer from drop down menu

# Subcontracts

- A final invoice and all applicable closeout reports are required for every subcontract.
- Monitor the subcontractor for invoices, and make sure the final invoice is requested well before the due date, if it hasn't already been submitted.
- Coordinate with the Research Office to obtain any missing documentation.

## Purchase Orders for Project: CANG43212311000

The following purchase order(s) are active under this purpose/project. Please indicate whether there is any further obligation under the purchase order(s). If so, how much, and when will this be processed? If activity on the purchase order(s) is complete, please contact Purchasing to close out the purchase order(s).

Project	Purpose	Account	PO	Name	Original Req. Amount	PO Commitment	PO Adjustments	Actual Payments	Status
CANG43212311000	CANG432123	153200	0000024949	DE ASSN FOR THE EDUC OF YOUNG CHILDREN	\$0.00	\$25,000.00	\$0.00	\$25,000.00	D
CANG43212311000	CANG432123	153300	0000024949	DE ASSN FOR THE EDUC OF YOUNG CHILDREN	\$0.00	\$45,959.00	\$0.00	\$45,959.00	D
CANG43212311000	CANG432123	144300	0000024994	SPRINT QUALITY PRINTING INC	\$0.00	\$1,845.28	\$0.00	\$1,845.28	D
CANG43212311000	CANG432123	144900	0000027208	BECKER'S SCHOOL SUPPLIES	\$0.00	\$2,657.20	\$0.00	\$2,657.20	D

Are there any further obligations? \*  yes,  no

Comments:

 Save

Must Select  
Yes or No

# Purchase Orders

- Notification of open purchase orders.
  - Approved(A), Dispatched(D), or Open(O) status
- Review the POs to determine if all obligations have been paid.
- Contact procurement if the PO can be closed.

The Effort Manager has been copied on this Report. Please review Effort Certifications and ensure all commitments have been met. Please review award agreement for any salary caps and ensure compliance. Attach backup documentation as necessary.

**Effort Administrator backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

1.

[Upload additional files](#)

**Comments:** *4000 characters left.*

**Effort Manager salary analysis:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

1.

[Upload additional files](#)

**Comments:** *4000 characters left.*

# Salary JVs for Effort

- Verify that all proposed effort, including cost share, has been met with completed Effort Certifications.
- Ensure there is no negative effort on project.
- Submit JVs if effort cost share requirement has not been met.
- Review agreement for any requirements regarding salary caps to ensure compliance.

# Salary JVs for Effort

- The ACR indicates Effort Administrator involvement; you may want to forward the ACR to appropriate person in your department for assistance in completing this section (but you are not required to do so if you are comfortable with making the applicable assessments).
- Contact Dawn Yasik if you have any questions or need any Effort Certifications pushed to you for corrections.

## Facilities and Administrative (F&A) for Project: CANG43212311000

Verify appropriate Facilities and Administrative costs and determine if any adjustments are needed.

Project	Rate %	Budget	Charged to sponsor
CANG43212311000	15	\$12,483.00	\$12,658.22

Was the appropriate amount charged?  yes,  no, an adjustment is required

Comments:

Must Select Yes or No

## F & A Analysis

- Some items to keep in mind that may cause your analysis to be off:
  - PS accounts that do not generate F&A  
<http://www.udel.edu/research/preparing/proposalguide.html>
  - Verify COA's updates reflect correct rate
  - Transactions missing project id will cause F&A to be off
  - Contact RO if adjustment is needed

If any inventions or IP issues have resulted from this award, verify that the appropriate paperwork has been sent to The Office of Economic Innovation and Partnerships (OEIP).

Inventions or IP issues? \*  yes,  no

Backup documentation:

Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

Must Select Yes or No

[Upload additional files](#)

Comments:

# Inventions

- Checking for patents/IP issues is required for federal and federal pass-thru awards, and any agreement with IP/Invention reporting terms.
- Department administrators need to coordinate with their faculty members to identify if they have filed any patents/IP issues with the Office of Economic Innovation and Partnership (OEIP).

## Purpose/Project conflicts for Project: CANG43212311000

Verify that all transactions have hit both the correct purpose and project. The total expenditures for each should be the same. (Double check any pro-card re-allocations made prior to March 2006.) Contact the Research Office to make corrections.

	Purpose	Project	Total of mismatched transactions
1	CANG432123	CANG43212311000	(\$2,080.00)

Comments:



# Purpose/Project Conflict

- This section will display a total for all mismatched transactions only if there is a problem between the balance of the purpose vs. the balance of the project.
- Verify that all transactions have hit both the correct purpose and project. The total expenditures for each should be the same.
- If there is a discrepancy between the purpose/project, it needs to be determined where the charge belongs. Once identified, the Research Office may need to process a JV making the correction(s) or Procurement may need to correct. Please coordinate with the Research Office.

# Purpose/Project Conflict

- Some additional resources to view:
  - GMQ\_CLOSE\_OUT\_REPORT  
(Identifies items that have hit the Grant system - Project)
  - GMQ\_CLS\_TRANSACTIONS  
(Identifies items that have hit the General Ledger - Purpose)
  - GMQ\_LEDGER\_BAL  
(Identifies difference between ledger total and project total)

## Labor Allocations Module (LAM) for Project CANG43212311000

Remove project ID(s) associated with award from the Labor Allocations Module (LAM). LAM users can log on to use the module at <http://www.udel.edu/LAM>. More information on the Labor Allocations Module (LAM) and training is available at <http://www.udel.edu/research/training/>.

Name	Empl ID	Percent %	Effective date	Status	Class	Account	SpeedType	Purpose	Description	Project status
Bear	70123123	100	01/01/2012	A	348	122600	CANG432123	CANG432123	UNIVERSITY RESEARCH	A
Fred	70234234	100	01/01/2012	A	310	122600	CANG432123	CANG110000	Research Office Match	A

**Comments:**

# Labor Allocation Module (LAM)

- Remove all personnel from the LAM distribution tagged with this project.
- Remember to check that any salary tagged as Cost Share has also been removed from the LAM distribution.

Confirm final expenditure total for Project: CANG43212311000

	Project title	Purpose	Purpose title	PI	Start date	End date	FA Rate %	Actual Expenditures
1	University Research	CANG432123	University Research	Bear, Black	10/01/11	09/30/12	32.8%	\$1,075,680.00

Is this the final expenditures balance? \*  yes,  no

Final total expenditures for this project: \*

Comments:

**NOTE: Outstanding over-expenditures and remaining encumbrances will be transferred to departmental funds if corrective action is not taken by the unit staff responsible for the account.**

 Save

# Confirm Final Expenditure Total

- Confirm that the final expenditure balance being reported under this section as Actual Expenditures are accurate.
- Type the final total expenditures for this project, including outstanding transactions.
- Identify any outstanding transactions in comments.

## Routing and Authorization

Forwarded to dept by: [Bledsoe, Susan Marie](#) (Research Office)

Date: 02/01/2012 07:12

Current Holder: **Department Admin**

Action: \*

Comments:

Must Select  
Action:  
Forward to  
Research Office  
Or  
Forward

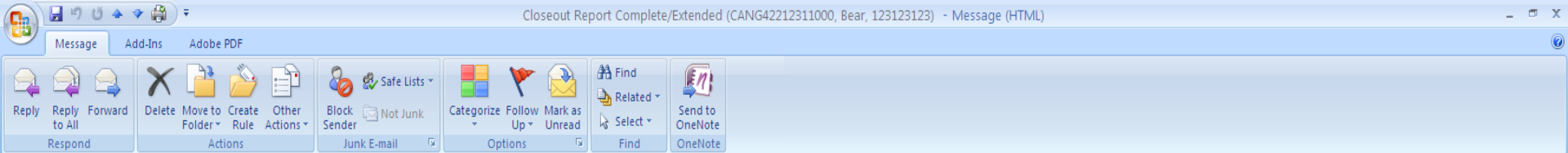
 Save & exit  
(not submitted)

Submit form 

Click  
Submit  
Form after  
Action is  
selected

# Research Office Role

- The Sponsored Research Accountant assigned to your Project closeout will begin to review your ACR.
- If anything is missing or needs additional information, you will be contacted.
- If the Technical report has not been completed, once the Financial Analysis is complete, the ACR will be returned to update the final technical report submission.
- Once the ACR is complete, you will receive the following email:



From: Bledsoe, Susan M.  
To: Bledsoe, Susan M.  
Cc: Closeout Report Complete/Extended (CANG42212311000, Bear, 123123123)

Sent: Tue 3/20/2012 12:34 PM

## Closeout Report Complete/Extended (CANG42212311000, Bear, 123123123)

**The Closeout Report has been marked as Complete or Extended by the Research Office. If the Closeout Report has been Extended, this means that your NCE request has been approved. You will receive a new Report 90 days prior to the end of the new Award end date.**

Click this link or copy and paste it into your browser window to access the Closeout Report:  
[https://webqa.mis.udel.edu/projectcloseout\\_ft/loadCloseout.action?report.id=921](https://webqa.mis.udel.edu/projectcloseout_ft/loadCloseout.action?report.id=921)

Or, visit <http://www.udel.edu/projectcloseout/> and login from there.

Thank you,

Research Office

## Going Forward

- Increased focus by auditors on closeouts not completed within 90 days.
- Refresh All feature.
- Longer Time-Out feature.
- Save button.
- Future Enhancements.

# Questions



## For additional information:

- Susan Bledsoe, x0446, [sbledsoe@udel.edu](mailto:sbledsoe@udel.edu)
- Sharon Flynn, x7223, [sdflynn@udel.edu](mailto:sdflynn@udel.edu)
- Cindy Panchisin, x8001, [clp@udel.edu](mailto:clp@udel.edu)
- Susan Tkachick, x8578, [tkachick@udel.edu](mailto:tkachick@udel.edu)
- Jill Vamos, x8176, [jmvamos@udel.edu](mailto:jmvamos@udel.edu)