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\textsuperscript{st} 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.
Closeout Report Review (CANG432123411000, 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?*
- ![check box] [no]
- ![check box] [yes]

Routing and Authorization

- **Re-routed by:** Bledsoe, Susan Mane (Research Office)
- **Current Holder:** Department Admin
- **Action:** Choose one
- **Comments:**

---

Is there a NCE?  
YES or NO  
Must be answered to proceed
Is there a NCE? YES
Please answer with one or more of the following three choices

- Extension request is pending. Contract & Grant Administrator has been included in the process
- Extension approval received from sponsor
- Other: please explain

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.
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

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

Thank you,

Research Office
Links

- Closeout Report
  - [http://www.udel.edu/research/preparing/grantsmanual.html](http://www.udel.edu/research/preparing/grantsmanual.html)
  - [http://www.udel.edu/projectcloseout](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]

Submit

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: [dropdown]
- Creation date: From: [input] To: [input] (use format mm/dd/yyyy)
- Current Holder: [lookup]
- Closeout Admin UD ID: [lookup]

Submit

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

Dropdown box to search on report status:
New
In-progress
Extension
Complete
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.
Is there a NCE? NO
The rest of the Closeout Report will appear for completion
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.
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.)

*Has a Technical/Program Report been submitted?*

**Comments:**

Use Save Button to lower risk of losing data.

Must Select Yes or No
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.

<table>
<thead>
<tr>
<th>Total</th>
<th>RO</th>
<th>College</th>
<th>Department</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committed:  $37,380.00</td>
<td>Committed: $0.00</td>
<td>Committed: $0.00</td>
<td>Committed: $37,380.00</td>
<td>View details</td>
</tr>
<tr>
<td>Expended:   $66,927.52</td>
<td>Expended: $0.00</td>
<td>Expended: $0.00</td>
<td>Expended: $66,927.52</td>
<td>View details</td>
</tr>
</tbody>
</table>

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

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1. [Browse...]

Upload additional files

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

- [ ] yes
- [x] 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.
Verify and provide documentation for all allowable after end-date charges. Remove all unallowable after end-date charges.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Account</th>
<th>Account Description</th>
<th>$ Subtotal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>127200</td>
<td>GRADUATE FELLOW</td>
<td>$0.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>126000</td>
<td>STUDENT LABOR</td>
<td>$548.78</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>130100</td>
<td>CONFERENCES &amp; TRAINING MEETING</td>
<td>$253.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>140100</td>
<td>ATHLETIC SUPPLIES</td>
<td>($35.67)</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>144100</td>
<td>CONFERENCE CHARGES</td>
<td>$1,386.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>146400</td>
<td>HONORARIA (1099 O/H CHARGED)</td>
<td>$1,000.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>147900</td>
<td>PROFESSIONAL FEES</td>
<td>$2,879.61</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>149800</td>
<td>OTHER SUPPLIES&amp;EXP</td>
<td>$35.67</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>195000</td>
<td>OVERHEAD - F&amp;A RATE RECOVERY</td>
<td>$1,971.90</td>
<td>View details</td>
</tr>
</tbody>
</table>

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.)

Browse...

Must Select an answer from drop down menu

After-end-date charges status: *Choose one

Comments:
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.

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

**Over expenditures status:**

Choose one

**Comments:**

**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
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.

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

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Comments: 

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[Save]
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.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Account</th>
<th>Account Description</th>
<th>$ Subtotal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>141000</td>
<td>OFFICE SUPPLIES</td>
<td>$334.44</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>141000</td>
<td>OFFICE SUPPLIES</td>
<td>$200.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>144900</td>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>$2,895.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>147700</td>
<td>POSTAGE AND MAIL SERVICE</td>
<td>$94.87</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>148500</td>
<td>TELEPHONE</td>
<td>$28.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>199700</td>
<td>TRANSFERS W/ OP/ONC</td>
<td>($18,615.00)</td>
<td>View details</td>
</tr>
</tbody>
</table>

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1. CANG432123.xlsx  delete

**Comments:** 4000 characters left

[Upload additional files]

[Save]
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.)

Browse...

Upload additional files

**Comments:**

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Account</th>
<th>Account Description</th>
<th>$ Subtotal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>153100</td>
<td>PARTS-EQUIPMENT FABRICATION</td>
<td>$23,057.50</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>167900</td>
<td>CAPITAL EQUIPMENT</td>
<td>$13,664.93</td>
<td>View details</td>
</tr>
</tbody>
</table>

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**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.

<table>
<thead>
<tr>
<th>PO# (PS or prior)</th>
<th>Vendor #</th>
<th>Purpose</th>
<th>JV #</th>
<th>Account</th>
<th>Total paid amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000024232</td>
<td>DELAWARE STATE UNIVERSITY</td>
<td>CANG432123</td>
<td>153200</td>
<td>$25,000.00</td>
<td>View details</td>
<td></td>
</tr>
<tr>
<td>0000024232</td>
<td>DELAWARE STATE UNIVERSITY</td>
<td>CANG432123</td>
<td>153300</td>
<td>$40,282.03</td>
<td>View details</td>
<td></td>
</tr>
</tbody>
</table>

**Subcontract status:** *Choose one*

**Comments:**

---

**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).

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

Are there any further obligations? *  
- [ ] yes,  [ ] no

Comments:  

![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. [Browse...]

**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. [Browse...]

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Rate %</th>
<th>Budget</th>
<th>Charged to sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG43212311000</td>
<td>15</td>
<td>$12,483.00</td>
<td>$12,658.22</td>
</tr>
</tbody>
</table>

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

Comments:
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.)

**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).
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.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Project</th>
<th>Total of mismatched transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>CANG43212311000</td>
<td>($2,080.00)</td>
</tr>
</tbody>
</table>

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)
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](http://www.udel.edu/LAM). More information on the Labor Allocations Module (LAM) and training is available at [http://www.udel.edu/research/training/](http://www.udel.edu/research/training/).

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

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.
<table>
<thead>
<tr>
<th>Project title</th>
<th>Purpose</th>
<th>Purpose title</th>
<th>PI</th>
<th>Start date</th>
<th>End date</th>
<th>FA Rate %</th>
<th>Actual Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Research</td>
<td>CANG432123</td>
<td>University Research</td>
<td>Bear, Black</td>
<td>10/01/11</td>
<td>09/30/12</td>
<td>32.8%</td>
<td>$1,075,680.00</td>
</tr>
</tbody>
</table>

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.
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: * Choose one

Comments:

Must Select Action: Forward to Research Office or Forward

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:
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

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
• Sharon Flynn, x7223, sdflynn@udel.edu
• Cindy Panchisin, x8001, clp@udel.edu
• Susan Tkachick, x8578, tkachick@udel.edu
• Jill Vamos, x8176, jmvamos@udel.edu