Sponsored Programs Project Close-Out Policy

**Policy:**
All sponsored projects are required to go through a close-out process, which includes the liquidation of all obligations incurred under the award, and culminates in submission to the funding agency of financial, performance, and other reports as required by the terms and conditions of the award. For Federal awards, OMB Uniform Guidance (200.343) requires that close-out occur within ninety (90) calendar days after the expiration of an award unless the agency authorizes an extension. Close-outs for non-federal awards will follow this same timeline unless otherwise specified by the granting agency. To ensure compliance and timely completion of closing requirements, CSU Fullerton Auxiliary Services Corporation (ASC) is required to begin the close-out process thirty (30) days before the sponsored agreement ends. The ASC Office of Sponsored Programs is required to provide appropriate oversight and management of the closing process, including proper reviews, approvals, and agency notifications.

**Procedure:**

The Sponsored Programs Administrator (SPA) is responsible for preparing a close-out package that includes, as applicable: final financial analysis of the grant account; under-expended fund analysis; over-expenditure analysis, including a notice requiring a thirty (30) day reimbursement for any cost overrun; accounting entries and summary report documenting account close-out; and the original approved financial reports for the funding agency; and any real and personal property acquired with any federal funds must be accounted for and reported before finalizing the closing procedure.

The OSP Student Assistant runs a project closing report on a monthly basis, of projects due to expire within the next ninety (90), sixty (60) and thirty (30) days, respectively. The report is forwarded to the assigned SPA for review. The SPA notifies the Student Assistant of which projects require close-out notification to be sent to the Principal Investigator (PI) indicating the project expiration dates and reports due to the sponsor(s).

The assigned sponsored programs administrator works directly with the PI and college fiscal officer to ensure that all billings from off-campus and on-campus vendors have been processed for the project. Any outstanding accounts payable, payroll, and correcting cost transfer transactions will be processed within thirty (30) days. Any outstanding encumbrances will be given sixty (60) days beyond the grant’s expiration date for the vendor to the bill and for ASC OSP to process the payment (if allowed by the terms and conditions of the award).

The project binder is given to the OSP Student Assistant who prepares the project close-out checklist. Project close-out documents are scanned into One Solution and any hard copies are kept with the project binder. The close-out documentation is stored in ASC Office of Sponsored Programs for the project retention period.

This policy is effective immediately and remains effective until further notice.

Effective November 30, 2018