Closeout Update Overview

DGA Community Training
September 9, 2014
Today's Training Goal

This session will provide an overview of the current closeout processes for both the Unit and SPS, and will introduce some of the improvements that will be formalized in the coming months.
Introduction to Closeouts

What is a closeout?

• A project can be complete, final billed and paid, yet still our work is not done.
• We must carefully follow procedures to permanently close out grants properly.
• Funds must be closed in Banner to prevent errant postings of expenses or cost share.
• Agencies are putting emphasis on making awardees more accountable for all required actions and reports.
• Some agencies require closeout reports such as Patent Certifications or Property Reports, but most do not.

Closeouts are a required component to managing sponsored projects, and should be completed in a timely fashion.
Closeout Dangers

Why timing is important

• The Final Review being completed 60 days out is critical. If your unit hasn’t heard from Post Award on a dying grant, please contact us to make sure it’s being tracked in GTS.

• It is critical that we identify the need for an extension with enough time left to act.

• We want to minimize transfers in the last month of the award or after the award has expired.

• We must lock in the total expense amount for final billings, typically due 15-90 days after the project period ends.

• Elevated attention on effort reporting to agencies means there’s less slack.

• Special terms and conditions could mean specific accountable actions, including requirements for cost share reporting, Participant Support spending restrictions, and any agency restrictions on spending categories.
Closeout Process Improvement
Goals
Closeout Streamlining

• There are areas of redundancy and inconsistency in the existing procedures.
• Lots of opportunities to improve the accuracy and efficiency exist.
• There has not been a comprehensive review of the interworking of the various Closeout guidance documents.
• Post Award should provide guidance on all required components of the grant, including spending, cost share, effort and milestones.
• Clear and accurate communication between the unit and SPS is key.
• The optimal flow will have the same SPA prepare the Final Review, and then work the award all the way through closeout.
• Post Award is now scheduling Closeouts in the Grant Tracking System for six months after end of the project period.
Current Closeout Process Cycle

Reviews and revisions are healthy

To/By the Unit:

- 90 day and 30 day “automatic” emails from SPS
- Checklist for Final Invoice/Financial Statement of Sponsored Projects

SPS Steps

- Training and checklists developed and implemented by Huron over three years ago.
- Final Annual Review and Reconciliation targeted at 60 days out.
- Ask for confirmation of final expenses after close of end month.
- Closeouts are listed on a tracking spreadsheet by end date, with attention focused on closing the oldest grants.
Closeout Process Improvements

*Updated procedures and training in the works*

Here is a listing of the forms and trainings that will be updated, along with a note on their current status:

- Establishing a SPA Final Annual Review Checklist (in final review)
- Revising the SPA Closeout training (outline complete)
- Revised SPA Closeout Checklist (in final review)
- DGA Checklist for Closeouts (gathering inputs)
- Updated DGA Training on Closeouts (dates TBD)
- Updated Records Retention Training (TBD, 2015)

Post Award is nearly fully staffed, and it is our goal to get on top of the closeouts. Timely reviews being sent to the units and prompt feedback from them are essential in making this work.
Sharing Closeout Expertise

• If you have developed your own checklist or supporting forms, we would love to review them for ideas. You can email them to lan@uoregon.edu

• Post Award SPAs are currently testing preliminary versions and any solid suggestions for improvement to come from that will be incorporated.

• We are looking for volunteer DGAs to review the revised documents before we roll them out. Please let us know if you are willing to help. This should not be a huge time commitment.
Questions?