PI/PD Grant Closeout Responsibilities & Timeline

⏳ 120–91 Days Before Closure

- **Review Award Terms & Conditions**
  - Technical & financial reporting requirements
  - Submission method (portal, email, etc.)
- **Review fund expenditures**
  - Budget category variances (original budget vs actual expenditures)
  - Remaining budget category balances
  - Remaining/unexpended effort
  - Large unspent categories (equipment, ICs, honorariums, etc.)
  - Consider necessity for budget revision or adjustment
- **ORA Closeout Meeting**
  - Meet with ORA & stakeholders
  - Review reporting, fund status, anticipated expenditures
  - Discuss purchasing/payroll deadlines & possible NCE

⏳ 90–61 Days Before Closure

- **Deadlines**
  - Budget revisions & sponsor approvals
  - Non-consumable supply purchases
- **Notifications**
  - PI/PD receives and reviews 90-day closure notice
- **Review fund expenditures**
  - Same as above +
  - Cost Share obligations

⏳ 60–31 Days Before Closure

- **Deadlines**
  - NCE requests
  - PCard transactions
  - HR termination notices for grant funded staff
- **Notifications**
  - PI/PD receives 60-day closure notice
  - Anticipate final payroll date for student/temp employees
- **Review fund expenditures**
  - Same as above +
  - Student aid/Stipends & subaward invoices

PI/PD Grant Closeout Responsibilities & Timeline

⏳ 30–0 Days Before Closure

- **Final Deadlines**
  - Recurring charges & travel reimbursements
  - Move grant funded personnel to alternate funding (if necessary)
- **Notifications**
  - PI/PD receives 30-day closure notice
- **Final review of fund expenditures**
  - Submit final reimbursements, payroll, intradepartmental invoices prior to end date
  - Ensure budget categories are not in the negative
  - Coordinate with ORA to recode unallowed expenses
- **Final Actions**
  - Collect subaward deliverables and reports
  - Ensure grant fund was removed from recurring charge list(s) (PawPrint, communication services, software subscriptions, etc.)
  - Standing PO closure/recreation
  - Coordinate with HR to create new positions to transfer grant funded personnel to alternate funding (if necessary)

📤 Post-End Date Follow-Up

- Ensure late charges or payroll have cleared Banner and were obligated prior to end date
- Verify grant funded personnel have been terminated or transitioned to alternative funding
- Final report & deliverables submission with submission verification
- Share with/Send ORA copies of final reporting and submission confirmation