OPERATIONAL GUIDE

Sponsored Project Closeout:
A Strategic Roadmap

A Practical Operational Guide
for PIs and Key Personnel

Strategic Project
Management Series

The Objective: Why We Meet

Closeout meetings are designed to help PIs avoid last-minute issues and ensure a smooth project end.

Reporting

Ensure all final technical, financial, and administrative reports are submitted on time.

Financial Hygiene

Verify financial activity is accurate, allowable, and fully reconciled.

Subawards

Confirm subaward invoices are final and deliverables are complete.

Compliance

Ensure documentation meets all sponsor and institutional requirements.

The Project Team Roster

Successful closeout requires collaboration between facilitators and project stewards.

Group 1: The Facilitators (Required)

ORA Post-Award Team

Facilitates the meeting and provides guidance on financial and reporting requirements.

Group 2: The Project Stewards (Recommended)

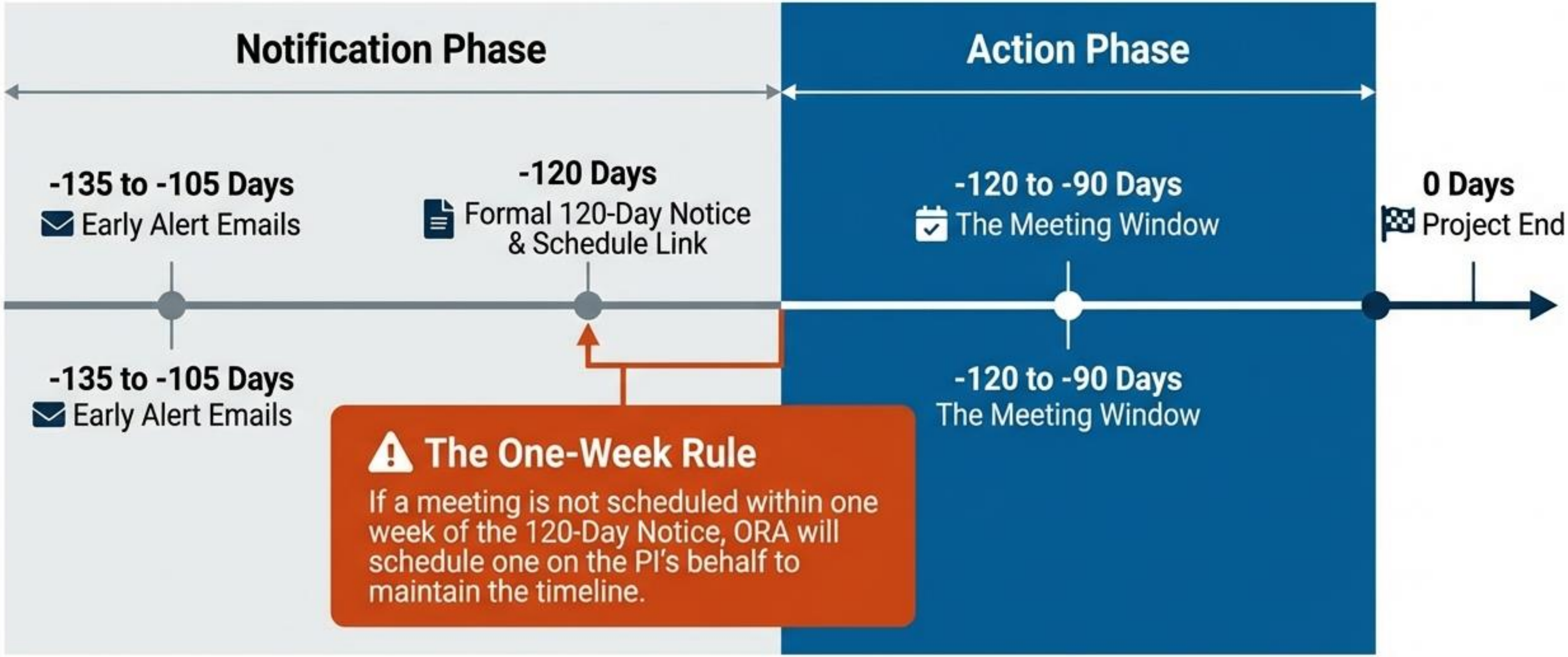
Principal Investigator (PI): Primary project lead.

Authorized Official (AO): If different from the PI.

Key Personnel / Co-PIs: Collaborative research leads.

Administrators: Departmental staff managing payroll, procurement, or subawards.

The Critical Path to Zero



Logistics & Location

Primary Mode: Microsoft Teams

Most meetings are held virtually using the link provided in the scheduling notice.

Secondary Mode: In-Person

Available upon specific request.

The process is designed for minimal friction and maximum accessibility.

The Meeting Agenda

We focus on four pillars of closure to ensure a clean exit.

01

Financial Review

Balances, expenditures, and procurement.

02

Administrative Requirements

Reporting, personnel, and recurring charges.

03

Subaward Management

Invoices and external deliverables.

04

No-Cost Extension (NCE)

Time vs. Money analysis.

Pillar 1: Financial Stewardship

Budget Reconciliation Status

- Review of current budget balances
- Analysis of remaining or anticipated final expenditures
- Status of outstanding payment requests
- Review of pending CataMart and PCard transactions
- Creation of a spending plan for remainder of project

Goal: Zero unallowable costs and a balanced ledger.

Pillar 2: Administrative Requirements

Paperwork

Reporting

Confirm all required final reporting (technical, financial, equipment).

People

People
Personnel & Services

- Determine personnel and payroll end dates or transitions.
- Plan for ending/transferring recurring charges (phones, PawPrint accounts, PCard access).

Pillar 3: Subaward Management

IF APPLICAB

Applicable only to projects with subrecipients.

Financial Verification

- Confirmation of final invoices from subrecipients.

Operational Verification

- Verification that all subrecipient deliverables have been received.

Pillar 4: No-Cost Extensions (NCE)

Do you need more time without more money?

Does the project require additional time to complete the scope of work?

Yes

Is there a remaining budget balance?

Yes

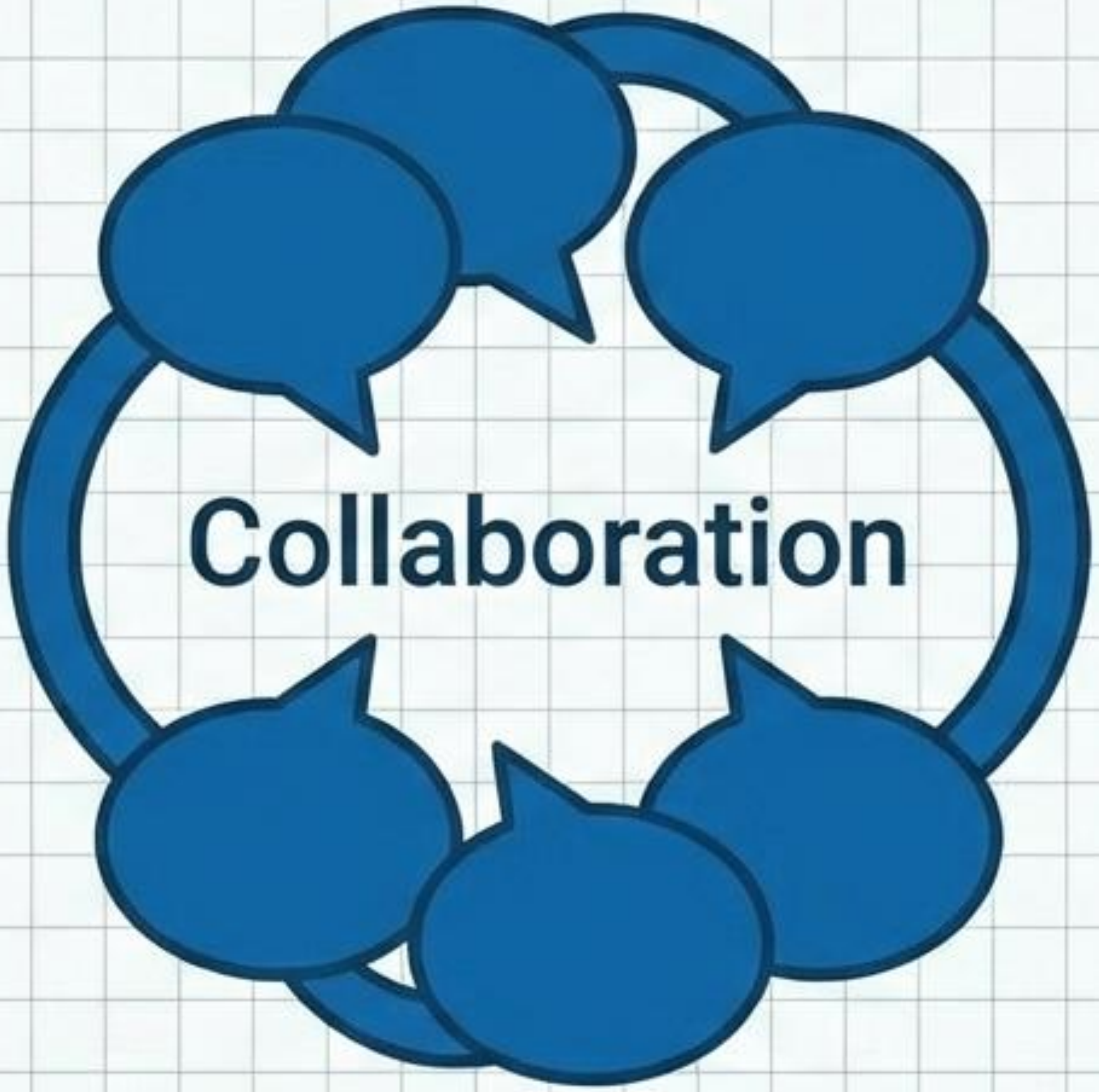
Review NCE Requirements

- Discussion of specific deadlines.
- Review of required justification documentation.

Action Plan: Pre-Meeting

- [ ] Review current budget balances.
- [ ] Identify remaining purchases or necessary expenses.
- [ ] Assess the status of outstanding procurement or travel items.
- [ ] Determine if a No-Cost Extension (NCE) may be needed.

Action Plan: During the Meeting



- [ ] Confirm all final reporting requirements.
- [ ] Review personnel transitions and payroll ending dates.
- [ ] Confirm status of subaward final invoices and deliverables.
- [ ] Clarify any concerns regarding expenditures or documentation.

Action Plan: Post-Meeting

- [x] Submit all final purchases promptly.
- [x] End payroll and recurring service charges as agreed.
- [x] Finalize subaward closeouts.
- [x] Prepare and submit required final reports.
- [x] Communicate any new changes or arising issues to ORA immediately.

Value Realization

Closeout meetings drive efficiency, accuracy, and compliance.

Burden Reduction

Provides timely reminders and reduces urgent, last-minute requests.

Strategic Spending

Allows the PI a formal venue to explain and justify late-period expenditures.

Clean Closure

Ensures smooth, compliant project closure.

Ensuring a Smooth Transition

A successful closeout means a clean slate for your **next grant**.
Communicate any changes to ORA promptly to keep the process on track.

Contact ORA Post-Award Team

Cameron Lopez, Grant Specialist – clopez@wcu.edu

Thank you for your partnership in research excellence.