VII. Close-Out of Award

Responsibilities	PI	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	Grad School Dean	Gov Relations	Human Resources	RRT	ROC/Grants Admin	Facilities Mgt	Payroll
1. Prepare and submit final technical reports	P			O					O																		I		
2. Monitor and remind PI of the need for completion and dispatch of the final technical report				S					P																		P		
3. Work with units on technical delinquent reports when notified by agency	P			O					O																		O		
4. Resolve overdrafts by providing source of funds to cover overdraft or identifying and removing costs charged incorrectly	P								O	O																			
5. Approve resolution of overdrafts		P	P		P																								
6. Provide information for closing financial reports	P			P					P	P																	I		
7. Prepare financial reports for submission to sponsor	I								P	P																	I		
8. Review and certify project expenditures reported on final financial reports				P					P	P																			
9. Submit final financial report to sponsor									S	P																			
10. Communicate submission of the final financial report to PI/Grant Admin				S					S	P																			
11. Request sponsor to carry forward remaining balances	P								P																				
12. Provide information on other closing reports, such as for patents and on equipment	P			P					P							S													
13. Retain scientific data in accordance with USA and sponsor record retention guidelines	P																												
14. Maintain official University project administration record				S					P	P																			
15. Review and provide guidance for completion of patent reports				O												P													

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16. Resolve issues related to late payment and problems with collection of awarded funds				I			S		P	P																			
17. Establish policies and procedures governing late payments and the removal of uncollectible costs										P																			
18. Initiate late payment procedures, and work with the unit to remove these costs from the account in accordance with the uncollectible costs policy										P																			
19. Determine/identify funding source for non-payment by the sponsor	P				P					P																			
20. Delete or inactivate the account when award is completed				I					I	P																			
21. For no cost extension situations or receipt of supplemental funds, update OSP and OGA databases, and notify OGA	P			P				P	P	P																			
22. Relinquish the grant				I					P	P																			