

Finance & Operations Policy FO-ORA-09
Project Award Close-Out Policy

Sponsored projects have project periods established by the terms and conditions of the award agreements. The project period defines the time for incurring expenditures that will be invoiced and reported. Additionally, the project period defines the time during which the scope of work must be accomplished.

Sam Houston State University (SHSU) agrees to comply with the conditions established by the awarding sponsor for project closeout of a grant or contract. Reports required at the close of a project vary by the type of sponsored project and by sponsor. SHSU will monitor and manage awards that are approaching the project end dates, including requesting no-cost extensions, processing invoices, making expenditure adjustments, and submitting financial reports.

Reviewed by:
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Next Review: As needed

Office of Research Administration (ORA)

1. To prepare sponsored projects for final close-out, the ORA will do the following:
 - a. Sponsored grant or contract award termination letters will be sent to Principal Investigators (PI) 90, 60, and 30 days prior to the end date of the award.
 - b. The PI has the option to request a no-cost extension in order to extend the project work for sponsored grants or contracts nearing the project end date however, if a no cost extension is not requested, a sponsored project will be prepared for a final close-out.
 - c. The ORA grant accountant will work with the PI to develop a final financial report to be sent to the sponsoring agency. The following steps will be implemented in preparation of the final financial report.
 - i. Ensure all outstanding commitments are reviewed, and paid, or liquidated
 - ii. Salary, wages, and fringe benefits will be terminated prior to the project end date
 - iii. Ensure that all compliance requirements and limitations have been reviewed and met according the terms and conditions of the grant or contract
 - iv. Ensure that at all interdepartmental costs and external costs are appropriately charged to the project
 - v. Ensure all expenditure activity will be terminated by the project end date
 - vi. All subcontractor expenses and final payments, if applicable, will be allocated to the project prior to the project end date
 - vii. All incorrect expenditures will be transferred in accordance with the university's cost transfer policy.
 - viii. Indirect costs charges will be reviewed for accuracy
 - ix. Ensure that all cost share dollars, if applicable, are documented properly
 - x. Analyze the funded projects to determine if a refund is required for those grants or contracts requiring monies to be returned.
 - xi. Ensure that the PI has submitted the final technical report to the sponsor. All technical reports must also be submitted to the ORA
 - xii. Submit a final invoice and/or a final financial report to the sponsor
2. All sponsored research awarded projects that are closed will be retained by the Office of Research Administration according to the Financial and Operations Records and Retention Policy: FO-ORA-05.