

College of Sciences  
Standard Operating Procedures

<b>Proc. code CRO.01.01</b>	<b>COS Sponsored Award / Contract &amp; Grant Closeout SOP</b>
Owner/Contact Information:	College of Sciences Research Office, ext. 5-7865
Effective Date:	04/01/2018
Last Revised/Reviewed:	Revised 02/20/2018
Related Policies:	<a href="#">REG 10.05.13</a> <a href="#">REG 10.05.02</a> <a href="#">REG 10.05.14</a> <a href="#">REG 10.10.07</a>

**1. PURPOSE/INTRODUCTION**

To document the process for closing out Ledger-5 sponsored project awards in the College of Sciences. The closeout process allows for the final review, reconciliation, and certification of expenditures on a sponsored project award. The closeout is a collaborative effort between COS Researchers, Departments, and the College Research Office, to review all expenses and certify compliance throughout the life of the project. Closeouts are required for all Ledger-5 projects, and will always occur at the end of the period of performance. Some sponsored project awards also require intermittent closeouts, meaning the project is ongoing but the budget year needs to be closed, the procedural steps are the same.

**Prerequisites:**

Access to and familiarity with NCSU PeopleSoft and Research Administration systems, CFR 200 Uniform Guidance, A-21, A-110, A-133, NC State Contract & Grants Accounting standards.

**2. DEFINITIONS/ACRONYMS**

<b><u>A-21</u></b>	OMB Circular/Cost Principles for Educational Institutions
<b>A-110</b>	OMB Circular/Uniform Administrative Requirements for Grants and other Agreements
<b>A-133</b>	Audits of States, Local Governments, and Non-Profit Organizations
<b>AFM</b>	After the Fact Memorandum used to document effort for close years, for those not captured in NCSU system.
<b>AP</b>	Office of Accounts Payable at NCSU.
<b>COS</b>	College of Sciences
<b>CAM</b>	Capital Asset Management - NCSU equipment inventory system
<b>CBO</b>	College Business Office

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<b>C&amp;G</b>	Contracts & Grants, University central level post-award
<b>CRO</b>	College Research Office
<b>C/O</b>	Closeout: System generated closeout
<b>CS</b>	Cost Share- costs not directly charged to a project but incurred for the work/objectives of the project
<b>L-5</b>	Ledger 5, used to denote a Contract & Grant / Sponsored Project Award
<b>NCE</b>	No Cost Extension
<b>OU</b>	Organizational Unit Code - how NCSU departments are uniquely identified
<b>PI</b>	Principal Investigator - the person responsible for carrying out the project in compliance w/ sponsor guidelines.
<b>Intermittent close out</b>	Project is ongoing, but a budget year needs to be closed and reported. Also known as a "soft" closeout or "interim" closeout.
<b>T&amp;C</b>	Terms and Conditions
<b>TEARS</b>	The Employee Activity Reporting System-NCSU effort tracking for academic and summer periods.
<b>WRS</b>	WolfPack Reporting System - NCSU financial accounting system
<b>RADAR</b>	Research Administration Data and Reporting-NCSU proposal database
<b>RFP</b>	Request For Proposal - How agencies announce funding opportunities.
<b>PMR</b>	Project Modification Request, the NCSU system for requesting changes to awarded projects.
<b>UG</b>	Uniform Guidance Circular CFR 200

Link to frequently used Contract & Grant Acronyms <https://cng.ncsu.edu/resources/frequently-used-acronyms/>

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The Department L-5 Accounting Technician will review the project and take actions as listed in full on the [90 day department closeout checklist](#), including:

- 3.1.1—Pull the “[Report2Web](#)” query to identify [projects ending in 90 days](#).
- 3.1.2—Initiate PMR’s for NCE, Re-Budget, etc.
- 3.1.3—Notify sub-awardees that the Prime award is closing and final reports and invoices are required as stated in the sub-agreement T&C.
- 3.1.4—Work with the PI to create a final financial spending plan.
- 3.1.5—Reconcile Asset Management system with WRS. **All equipment must be tagged.**
- 3.1.6—Work with other Colleges/Departments to review and closeout segments, when there is a project with multiple segments that cross OUC’s.
- 3.1.7—Review technical reporting and final deliverable requirements listed in the agreement, and reminds PI of obligations. Send any reports to CRO for upload to RADAR.
- 3.1.8—Review any cost share commitments to ensure the commitment will be met and retains backup documentation including any third party cost share letters.
- 3.1.9—Submit any corrections to Effort using the COS CRO [TEARS Request Form](#)
- 3.1.10—Take action to correct the account including; salary redistributions/reallocations, equipment tags, journal vouchers etc

**3.2—60 days before the project period of performance end date:**

The Department will revisit final financial spending plan with PI, making changes as needed.

- 3.2.1—Review CAMS and WRS to make sure all equipment is tagged.
- 3.2.2—Follow up on status of any PMR’s that were submitted to check approval status.
- 3.2.3—The CRO sends out an Alert Inquiry email to the Departments for projects ending in 60 days, so that departments can take corrective actions as needed.
- 3.2.4—Take actions to correct the account including; salary redistributions/reallocations, equipment tags, journal vouchers etc.
- 3.2.5—Submit any corrections to Effort using the COS CRO [TEARS Request Form](#)

**3.3—30 days before the project end date:**

The Department will meet with the PI to review what final transactions will occur.

- 3.3.1—Resolves outstanding issues and takes final actions including; salary redistributions/reallocations, equipment tags, journal vouchers etc.
- 3.3.2—Remove all automatically occurring expenses like gas cylinder charges, motor fleet expenses, service center expenses, etc.
- 3.3.3—Remove all encumbrances.
- 3.3.4—Review all Travel Reimbursements to ensure they’ve been fully approved by AP.
- 3.3.5—Conduct a final reconciliation of all expenses on the project. Make sure that the people paid from the project are supposed to be paid from the project. Make sure all expenses are allowable and charged to the budget correct lines.
- 3.3.6—Retain and provide justifications for any unlike circumstances that occurred during the life of the project.
- 3.3.7—Submit any corrections to Effort using the COS CRO [TEARS Request Form](#)

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**3.4—The project has ended.** Refer to the Closeout Transition Process for workflow.

The Department will: Return the completed COS Closeout form to the College Post-Award Accountant by the 1st or 15th of each month. This ensures that the CRO has adequate time to review the closeout before it is due to C&G. Projects due to C&G by the 1<sup>st</sup> of the month, must have completed COS forms returned to the COS CRO by the 15<sup>th</sup> of the prior month. Projects due to C&G by the 15<sup>th</sup> of the month, must have completed COS forms returned to the COS CRO by the 1<sup>st</sup> of the same month. See table below:

Due to COS CRO:	Due to C&G:
15 <sup>th</sup> of the prior month	1 <sup>st</sup> of the month
1 <sup>st</sup> of the same month	15 <sup>th</sup> of the month

**3.4.1—Department Responsibilities,** use the COS closeout form for all project closeouts.

**3.4.1.1** The first page of the form, that lists the reconciling items, must be signed by the department L-5 accounting tech.

**3.4.1.2** PI Responsibilities, the second page of the form contains questions that must be answered by the PI. The PI will only sign page 2 when an e-certification is **not** required. An e-certification is required for projects that fall under Uniform Guidance.

**3.4.2—Fixed Price Project Closeouts** require an additional form, "[Fixed Price Project Closeout Form](#)". This excel form must be completed when there is a residual balance that will be transferred to a department 7 account. For all residual balances > 15% an additional justification is required, the form will instruct you to provide the justification if one is needed.

**3.4.3—The College Research Office, Post Award accountants Responsibilities:**

**3.4.3.1** Review the signed COS closeout forms that the department provided for allowability, reasonableness, allocability, and necessity.

**3.4.3.2** Upload approved closeout forms to the closeout attachments.

**3.4.3.3** Reviews the entire budget period of the project in accordance with post-award monitoring and accountability guidelines.

**3.4.3.4** Reviews all pending vouchers, IDT's, TR's, etc. for allowability and reasonableness.

**3.4.3.5** Reviews all actions on the project in the final 30 days of the project for allowability and reasonableness.

**3.4.3.6** Reviews Purchase Orders to make sure they have closed

**3.4.3.7** Reviews Budget Line "22010 AP (PTD)" to make sure all vouchers have closed or are included in reconciling items

**3.4.3.8** Reviews subcontractor invoices making sure there is an invoice marked Final and that the subcontractor has met all commitments and deliverables.

**3.4.3.9** Reviews the payments received to date in WRS, working with C&G Fiscal Managers and the Department ensure all documents and deliverables met if they are a condition of payment.

**3.4.3.10** The College Post-Award Accountants will escalate all projects with issues, ie. Unallowable expenses, outstanding invoices, delinquent reports, etc., to the Director for resolution.

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- 3.4.3.11** Routes the closeout onto the CRO TEARS Coordinator.
- 3.4.4—**The College Research Office, TEARS Coordinator Responsibilities:
  - 3.4.4.1** Works with the Departments, PI's and Center directors to ensure all TEARS information is captured in the system and any required Cost Share has been met and backup documentation provided.
  - 3.4.4.2** Reconciles TEARS and Labor variance reports.
  - 3.4.4.3** Makes corrections to effort in the TEARS system for academic or summer effort, or works with the department to complete After the Fact Memo's.
  - 3.4.4.4** Works with C&G to review calculations on AFM's prior to getting signatures.
  - 3.4.4.5** Uploads all TEARS information into the closeout.
  - 3.4.4.6** Routes closeout onto the next level.
- 3.4.5—**The College Research Office, Director Responsibilities:
  - 3.4.5.1** Assigns PI's to e-certify closeouts when the system generates one as the project falls under Uniform Guidance.
  - 3.4.5.2** Reviews Final Deliverables and Technical reports for the Prime and any subawards, and uploads any final documents into RADAR.
  - 3.4.5.3** Reviews and Monitors all closeouts to make sure they are accurate and complete prior to routing onto C&G.
  - 3.4.5.4** Reviews budget line "11330 Other Receivables" to ensure all payments posted to this project are correct, and to make sure that there is not an outstanding invoice due to a delinquent technical report.
- 3.4.6—**The Researcher/Principal Investigator Responsibilities:
  - 3.4.6.1** PI Certification of closeout-Either electronic UG certification or paper certification.
  - 3.4.6.2** PI certifies final subcontractor technical reports and subcontractor invoices.
  - 3.4.6.3** Works with College Research Office to complete Technology Transfer, Patent, New Technology Requests if needed
  - 3.4.6.4** Timely submission of final technical reports/deliverables
  - 3.4.6.5** Informs their Department and CRO if there is a possibility of project extension and works in proper University channels to process the extension.
- 3.5—45 days after the closeout was submitted to C&G:**
  - 3.5.1—**The Department reviews the account making sure all reconciling items posted, and that WRS matches the amount listed on the closeout.
  - 3.5.2—**The Department provides a revised c/o form and contacts the CRO if a sequence 2 c/o is needed.
    - 3.5.2.1** A Sequence 2 c/o is needed when WRS does not match the closeout.
    - 3.5.2.2** A Sequence 2 c/o is needed when the reconciling items listed on the form do not post, as the department certified they would.

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**3.5.3**—The College reviews the Cash Balance “11100” line.

**3.5.3.1** If the 11100 line shows a cash balance of zero, than all payments have been received and all reconciling items have posted. Then the CRO will email C&G and request that the project is set to “pending/Inactive” status to ensure no further actions can hit the project and throw off the zero balance.

**3.5.3.2** If the cash balance isn’t zero and further corrections are needed to the account the CRO will contact the department to make those corrections.

**4. CHARTS/GRAPHS/FORMS**

**COS Closeout Website:**

<https://sciences.ncsu.edu/intranet/college-offices/research/managing-your-award/project-closeout/>

**COS Closeout Checklists & Forms:**

1. [Closeout 30 day checklist](#)
2. [Closeout 90 checklist](#)
3. [Closeout Reconciling Items Form](#)
4. [Fixed Price Project Closeout Form](#)
5. [COS Report2Web 90 day closeout report instructions](#)
6. [TEARS Request Form](#)

**C&G Closeout Website:**

<https://cng.ncsu.edu/systems/closeout/>

[Report2Web C&G instructions](#)

**PI Closeout Certification Training and Website:**

<https://cng.ncsu.edu/systems/closeout/>

[Sponsored Project \*\*C\*\*loseout Overview](#)

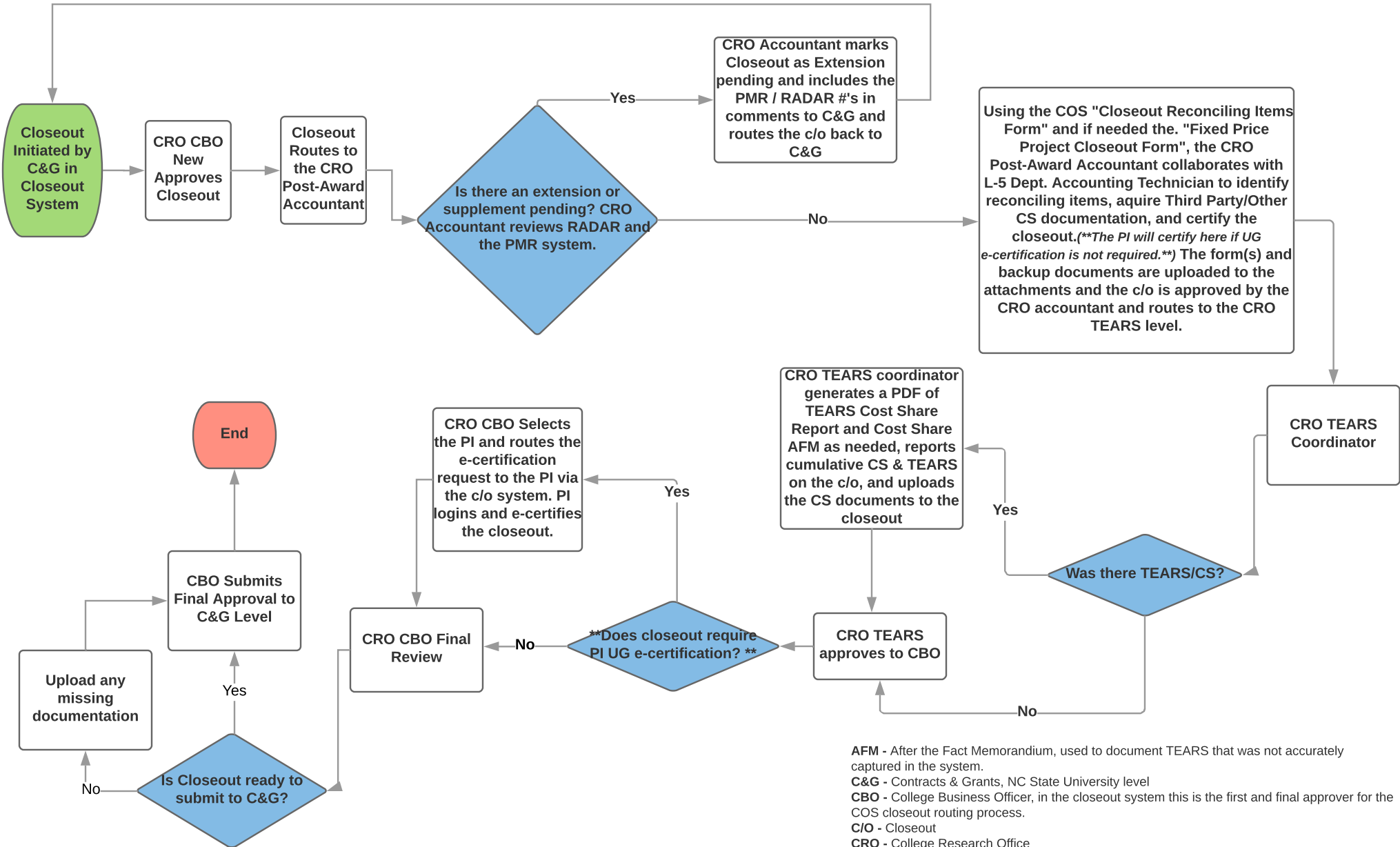
[Uniform Guidance Certification for PIs](#)

**Link to Reporter Courses for PI’s and Research Administrators:**

[Uniform Guidance Certification for PIs](#)

[Sponsored Project \*\*C\*\*loseout Overview](#)

Revision #	Subsection #	Summary of Changes	Approval Date



AFM - After the Fact Memorandum, used to document TEARS that was not accurately captured in the system.  
 C&G - Contracts & Grants, NC State University level  
 CBO - College Business Officer, in the closeout system this is the first and final approver for the COS closeout routing process.  
 C/O - Closeout  
 CRO - College Research Office  
 CS - Cost Share  
 PI - Principal Investigator  
 UG - Uniform Guidance CFR 200  
 TEARS - The Employee Activity Reporting System at NC State University