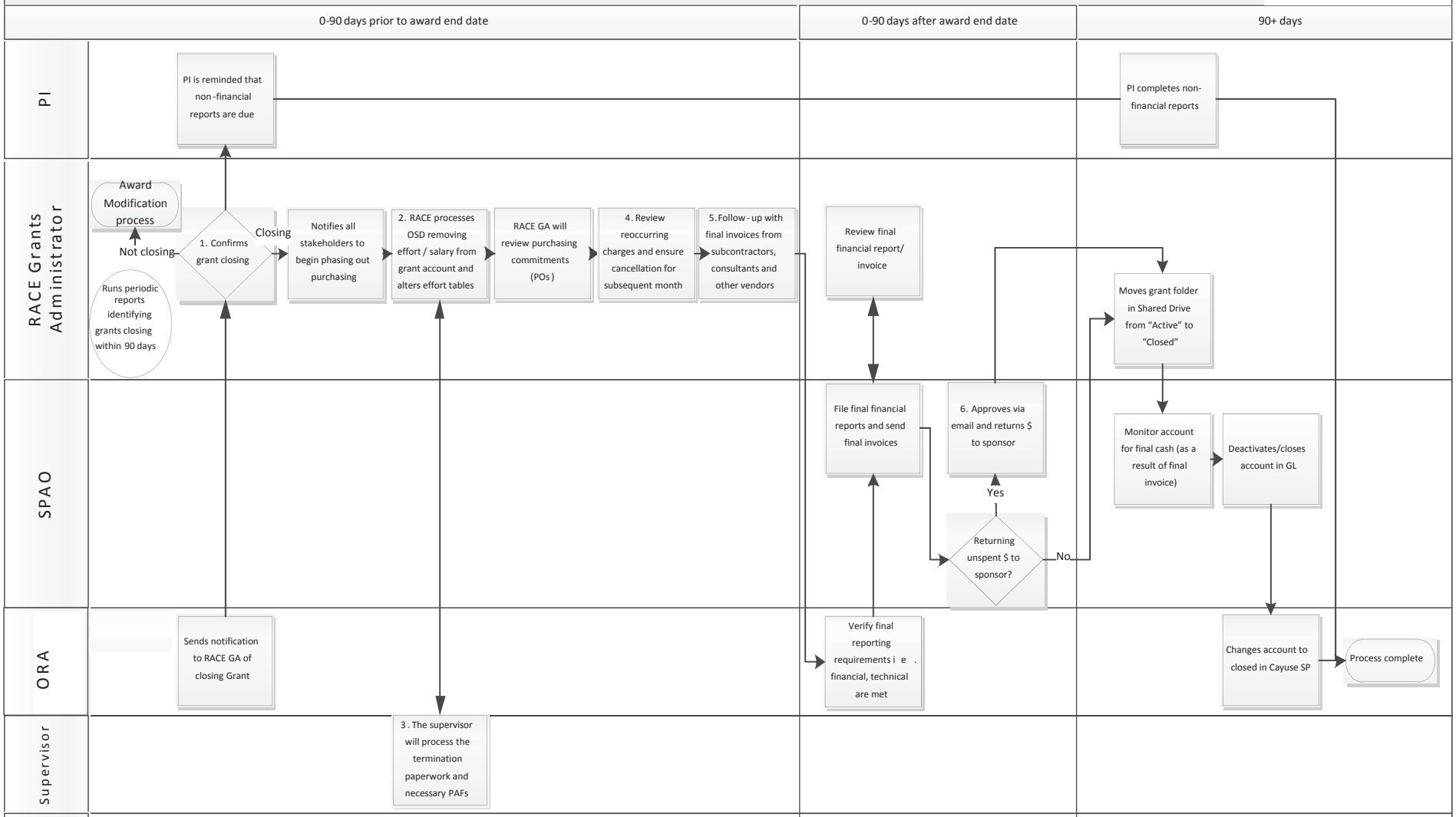
# Thomas Jefferson University Closeout

Confidential

Last Updated September 2019




## Notes

1. The RACE GA confirms the award is closing. If there is a non-competing continuation, no cost extension, additional funds are expected or a contract amendment that is forthcoming, there is no need to complete the closeout process . The RACE GA must discuss this with ORA and confirm the appropriate steps required in the event of an award modification.
2. The RACE GA will communicate which account the salary/effort will be on as a result of grant closing. The OSD will be processed as close to the end date of the award as possible.
3. In the event staff must be terminated due to the end of grant funding, the hiring department will process termination paperwork.
4. The RACE GA will review the account for reoccurring charges and ensure the proper offices are notified to stop the regular monthly charges. Any outstanding cost transfers will also be processed at this time. The RACE GA will also process any cost transfers for overages.
5. Subcontractors and other vendors are also notified of their reporting obligations (final financial reports, progress reports, etc.)
6. RACE will confirm via e-mail that funds should be returned to the sponsor.