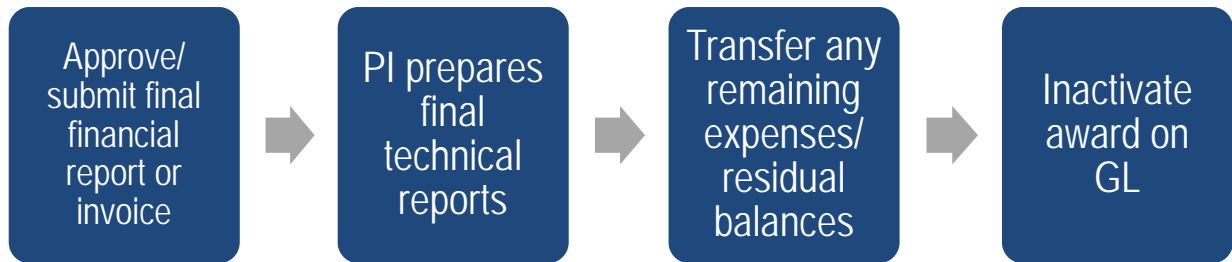


Title of SOP: Sponsored Project Closeout	Effective Date:
	Version Number: 3
Approved By:	Last Updated: September 2019

I. PI Road Map



II. Description and Purpose

The purpose of the procedure is to provide guidelines by which TJU manages the closeout of the sponsored project at the end of the project period. Upon the completion of a sponsored award's project period, the account is closed, ensuring that the account is financially balanced and expenditures can no longer be incurred. The goal of this procedure is to ensure all regulatory requirements are followed and accounts/balances have been reviewed and adjusted.

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. Completes any non-financial reports required by the sponsor (e.g. progress reports)
RACE Grants Administrator	a. Confirms grant closing b. Notifies all stakeholders to stop ordering on the account c. Reviews purchasing commitments d. Reviews reoccurring charges and ensures cancellation for subsequent month e. Reviews effort shifts and completes Online Salary Distributions as necessary f. Follow-up on final invoice from subcontractors, consultants, and other vendors g. Moves grant folder in Shared Drive from Active to Closed
Senior Administrator	a. Processes termination paperwork and necessary PAFs, as applicable
ORA	a. Verifies reporting requirements b. Completes Invention Statements c. Closes account in Cayuse SP
SPAO	a. Files final financial reports and sends final invoices to the sponsor b. Processes request to return funds, if applicable c. Reviews account to identify any post-period expenses that may need to be removed d. Deactivates/ closes account in GL

V. Procedure



Thomas Jefferson University  
Research Administration Center of Excellence  
Standard Operating Procedure

Title of SOP: Sponsored Project Closeout	Effective Date:
	Version Number: 3
Approved By:	Last Updated: September 2019

- A. ORA will run monthly reports to identify awards ending in 90 days (according to project period).
- B. RACE Director will send a list of grants closing within 90 days to RACE Associate Directors for distribution to RACE Grants Administrators.
- C. RACE will confirm the grant closing and notify all stakeholders to let them know to stop ordering on the account. It is understood that ordering cannot stop immediately and that a phased approach should be taken to close the grant. The stakeholders include:
  - 1. The PI
  - 2. Personnel on the grant (Key Personnel and other personnel on the grant who have purchasing authority)
- D. RACE will process OSD forms, removing effort and salary from the grant account.
- E. The RACE Grants Administrator will also alter the effort tables that correspond with these changes. RACE will notify the Department Senior Administrator who will process termination paperwork and necessary PAFs in the event personnel must be terminated due to the closing grant.
- F. The RACE Grants Administrator will review all standing purchasing commitments, reoccurring charges and ensure cancelation for subsequent months.
  - 1. At this point in time, the RACE Grants Administrator should also process any cost transfers for overages on any grant account.
- G. RACE will follow-up on the final invoice from subcontractors, consultants and other vendors.
- H. RACE performs final reconciliation by reviewing the account to ensure:
  - 1. Salaries are commensurate with effort and do not exceed the NIH cap
  - 2. Expenses are date appropriate
  - 3. Final expenses for subawardees and consultants are included
  - 4. Audit issues have been resolved
  - 5. The authorized amount is correct and includes carry forwards from prior years
- I. RACE will remind the PI to continue completing any non-financial reports.
- J. ORA will verify that final reporting requirements (e.g. financial reports and technical reports) were met.
- K. SPAO will prepare the final financial report and final invoice for review by RACE and PI.
- L. SPAO will file final financial reports and send final invoices to the Sponsor.
- M. If there are remaining funds to return, SPAO will complete a request to return the payment to the sponsor.
- N. SPAO will also monitor the account to ensure the final payment is received.
- O. RACE will then move the grant folder on the RACE shared drive from active to closed.
- P. SPAO will deactivate the account in the General Ledger.
- Q. ORA will close the grant in their internal systems.
- R. In the case where a grant is *not being closed*, but an interim financial report is due, SPAO will draft the report and send it to RACE for review.
  - 1. RACE will review the financial report for accuracy and to ensure that all applicable expenditures are included.
  - 2. RACE will verify the carryforward amount.
  - 3. SPAO will then submit the report to the sponsor.



Thomas Jefferson University  
Research Administration Center of Excellence  
Standard Operating Procedure

Title of SOP: Sponsored Project Closeout	Effective Date:
	Version Number: 3
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**VI. Enabling Tools/ Technology**

- A. Closeout Checklist ([http://www.jefferson.edu/content/dam/tju/research\\_administration/colorcodes-Final\\_000.xls](http://www.jefferson.edu/content/dam/tju/research_administration/colorcodes-Final_000.xls))

**VII. Performance Metrics**

- A. Number of Late Financial Reports
- B. Dollar Amount Returned to Sponsor
- C. Number and Dollar Amount of accounts in overdraft
- D. Number of Awards that are open, but > 90 days past project end date

**VIII. Reporting**

- A. Monthly report of accounts whose project period is ending in the next 90 days.