



## Closeout of Sponsored Awards

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**Responsible Executive:** VP for Research  
**Responsible Office:** Office of  
Sponsored Research & Award  
Administration  
**Effective:** 9/1/2018  
**Last Revised:** 9/1/2018

### I. Policy Statement

Oregon State University (OSU) is responsible for ensuring timely and compliant closeout of sponsored awards, in accordance with the terms and conditions of the sponsor award, as well as federal and state regulation.

### II. Reason for Policy

As a recipient of sponsored award funding, OSU must complete the closeout requirements stipulated in the terms and conditions of an award, in addition to complying with federal, state and University policy. The closeout process must ensure timely and accurate procedures and documentation, and that final charges on an award are accurate, allowable, and properly allocated.

### III. Scope & Audience

Principal Investigators (PIs) and all OSU personnel associated with sponsored award management need to understand the requirements of sponsored project closeout.

### IV. Definitions

- **Award End Date** – The project period end date as specified in the terms and conditions of the award.
- **Budget Period** - The interval of time, often 12 months, into which the project period is divided for budgetary and funding purposes.
- **Closeout** – The act of completing all internal procedures and sponsor requirements to terminate or complete a sponsored project. Specifically, closing out a sponsored project that has terminated includes completion of the technical aims of the project, submission of project deliverables, filing of non-financial reports, submission of final financial reports and invoices, final payment requests, and meeting any other terms and conditions of the sponsored agreement.
- **Cost Overrun** – Costs incurred for a sponsored project that are greater than the funding amount authorized by the sponsor.
- **Cost Sharing** – Any project costs that are not reimbursed by the sponsor. Cost sharing of effort is the personnel time and related fringe benefits that were

committed and provided in support of the project but are paid for by other funding sources. Cost share may be contributed by OSU or a third-party but all must meet the same documentation standards and allowability as the award in order to be reported as cost share.

- **Effort Reporting** – The mechanism used to verify an employee’s allocation of time in order to provide documentation and assurance to federal and other external sponsors that salaries charged or cost-shared to sponsored awards are reasonable in relation to the work performed. OSU utilizes quarterly Payroll Activity Reports (PARs) to certify project effort.
- **No Cost Extension** - An extension granted to allow a PI additional time on a sponsored project without additional funding.
- **PAR Form** – Personnel Activity Report (PAR) form which summarizes an individual’s total effort for the reporting period. OSU issues PAR forms quarterly for certification by a responsible person with suitable means of verification that the effort was expended in the proportions shown. The certifier is typically the principal investigator for the sponsored project on which the employee is working or the employee’s direct supervisor.
- **Project Period (Period of Performance)** - The total time period that is stated in the award document. The project period may consist of one or more budget periods.
- **Technical Report / Deliverable** - A technical description of the project results or other deliverable/product as required by the sponsor.

V. **Website (specific to this policy)**

<http://research.oregonstate.edu/osraa>

VI. **Contacts**

Department	Phone Number	Website
Office for Sponsored Research and Award Administration (OSRAA)	541.737.4933	<a href="http://research.oregonstate.edu/osraa">http://research.oregonstate.edu/osraa</a>

VII. **Responsibilities & Procedures**

Closeout is an integral part of and the final step in the life of the award. Although the official closeout process begins the day the project period ends, documentation

and diligence in adhering to the sponsored award requirements during the life of the award play an important role in timely and successful closeout.

OSU will review each new sponsored award for closeout terms and conditions and follow the sponsor's closeout requirements and deadlines. OSRAA will communicate these requirements to the PI and Business Center at award establishment and prior to the closeout period.

Award closeout procedures primarily are focused on achieving the following goals in accordance with OSU's documentation requirements and the terms and conditions of the sponsored award:

- Ensuring that all charges posted to the award reflect the allocable financial cost that supported completion of the project scope of work
- Closing the award with the sponsor and submitting all final technical and financial reports
- Closing the award in OSU's financial system so expenditures will no longer be charged to a sponsored award index

It is important that the PI, Business Center and OSRAA work closely to ensure closeout deadlines are met. Risks of delinquent or improper closeout of a sponsored project include non-payment of final project costs by the sponsor and withholding of potential future awards to OSU.

Additional guidelines and procedures are found in the document titled [Guidelines for Closeout of Sponsored Projects](#) on the OSRAA website.

## VIII. Forms & Tools

[Grants and Contracts Closeout Checklist](#)

[Financial Reports and Closeout Web Page](#)

**Frequently Asked Questions**

[See OSRAA Website](#)

## IX. Related Information

[OSU Record Retention Policy 04-010 & General Records Retention Schedule](#)

[OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, § 200.343 Closeout](#)

[OSU Property Management \(PRO\) Manual, Sponsored Research and Federal Property](#)

**X. History**

Last review date: 9/1/2018

Next scheduled review date: 9/1/2020

Original issue date: Effective 9/1/2018

*Note: The Office of University Compliance will attempt to track the original issue date of policy and revision dates to existing policies but will not publish this information on the website.*