

My AWARD IS CLOSING: WHAT DO I DO?

Unless the Sponsor grants a no-cost extension, the University must submit a final federal financial report (FFR), final technical report, and final invention statement and certification within 90 days of the end of grant support. Other reports or close out documents may be required depending on the Sponsor's requirements. Due date for these other reports may be sooner than the FFR due date. Failure to submit timely and accurate final reports may affect future funding to the organization or awards with the same PI.

REMINDER: If you are planning to request a no-cost extension, please be sure to make the request at least 45 days in advance using the OSP Extension Request Form:
<http://www.washington.edu/research/main.php?page=budgetExtension>

Closeout Checklist for PIs and Administrators:

1. Prior to close of budget/project period of the award:

- Review budget expenditures for allowability.
- Ensure all fabrication JVs have been completed and processed.
- Ensure all cost-share commitments are met.
- Check status of open requisitions and outstanding encumbrances.
- If necessary, request extension using OSP extension request form
- Report protectable intellectual property to UW Center for Commercialization (C4C).

2. At time of end date (project period) of award:

Principal Investigator:

- Notify sub-recipients to submit timely invoice to UW within 60 days after end date of award. Sub-recipient invoice due dates should be appropriately adjusted for awards with less than 90 days close out due dates.
- Prepare technical report and submit to Sponsor per Sponsor requirements and submission procedures. A copy must be submitted to [the OSP Closeout Specialist](#).
- Prepare an invention statement. A positive invention statement is submitted to the Center for Commercialization (C4C). A negative invention statement is submitted to [the OSP Closeout Specialist](#).

Please check your award for specific Sponsor requirements. Contact closeout@uw.edu if you have questions. For information regarding final invoicing and FFR reporting, please send your request through [Grant Tracker](#).

Administrator:

- Report all equipment purchases to the Equipment Inventory Office (EIO) within 45 days after end of award (or earlier depending on close out requirement) so that EIO can reconcile equipment expenditures in FAS to the equipment in OASIS.

3. 45 days after end date of award:

Administrator:

- Notify GCA if an extension is coming.
- Transfer expenditures as appropriate.
- Notify GCA of final expenditure total to facilitate final invoice to Sponsor.

EIO:

- EIO submits the property closeout report to Sponsor.

4. 60 days after end date of award:

Administrator:

- If there are subcontractors on the budget, the final invoices must be received within 60 days (or earlier as qualified above) of the end of the budget period OR a reasonable estimation of the final invoice amount must be provided to GCA. If an amount is not sent to GCA in time for submission of the final FFR, the UW will generally not be reimbursed for these expenditures and the department may be responsible for covering these costs.

- Confirm that all expenditures are allowable and appropriate.

- Notify GCA of any coming charges or credits that have not cleared the budget.

- Clear deficit.

- Submit cost share information to GCA, if applicable.

5. 90 days after end date of award:

GCA:

- GCA submits the final FFR to the Sponsor. For Sponsors requiring close out documents other than FFR, GCA will submit accordingly based on individual award requirement.