Administrative Procedure

Number:	903
Effective:	7/24/2017
Supersedes:	6/27/2017
Page:	1 of 2

Grants and Contracts Policy

Subject: FISCAL CLOSE-OUT PROCEDURES FOR SPONSORED PROJECTS

Policy
All sponsored projects are required to go through a close-out process, which includes the liquidation of all obligations incurred under the award, and culminates in submission to the funding agency of financial, performance, and other reports as required by the terms and conditions of the award. For Federal awards, OMB Uniform Guidance requires that close-out occurs within ninety (90) calendar days after expiration of an award, unless the agency authorizes an extension. Close-outs for non-federal awards will follow this same timeline unless otherwise specified by the granting agency.

To ensure compliance and timely completion of closing requirements, Cal State LA University Auxiliary Services, Inc. (UAS) is required to begin the close-out process ninety (90) days before the sponsored agreement ends. The UAS Grants & Contracts is required to provide appropriate oversight and management of the closing process, including proper reviews, approvals, and agency notifications.

Procedures

- The UAS Grants & Contracts Financial Analyst is responsible for preparing a close-out package that includes, as applicable: final financial analysis of the grant account; under-expended fund analysis; over-expenditure analysis, including a notice requiring a thirty (30) day reimbursement for any cost overrun; accounting entries and summary report documenting account close-out; ~~and~~ the original approved financial reports for the funding agency; and any real and personal property acquired with any federal funds must be accounted for and reported prior to finalizing the closing procedure.
- The UAS Post Award & Compliance Manager prepares a report, on a monthly basis, of grants due to expire within the next ninety (90), sixty (60) and thirty (30) days, respectively. The report is forwarded to the assigned financial analyst for each grant on the list and the financial analyst notifies the principal investigator (PI), college fiscal officers of project expiration dates and reports due to the sponsor(s).
- No less than thirty (30) days before a grant's expiration date, the assigned financial analyst works directly with the PI and college fiscal officer to ensure that all billings from off-campus and on-campus vendors have been processed for the project. Any outstanding accounts payable, payroll, and correcting cost transfer transactions will be processed within thirty (30) days. Any outstanding encumbrances will be given sixty (60) days beyond the grant's expiration date for the vendor to bill and for UAS Grants & Contracts to process the payment (if allowed by the terms and conditions of the award).
- Upon final confirmation of all billings and payments, the financial analyst generates a project-to-date PeopleSoft expense report and reconciles the data with the PI to confirm that all costs are included and accurate. The PI is required to give final approval of the financial analysis.

Approved: _____ **Date:** _____

- All close-out packages are prepared by the financial analyst, reviewed by the UAS Post Award & Compliance Manager, and approved by the UAS Executive Director.
- Original reports are sent to the funding agency and a copy is provided to the PI and to UAS Grants & Contracts for their records.
- A copy is also kept by the financial analyst along with the close-out paperwork in the official project file maintained in UAS Grants & Contracts.

This policy is effective immediately and remains effective until further notice.