AWARD CLOSEOUT

30/60/90 CLOSEOUT PROCESS
INITIAL CLOSEOUT ANALYSIS

BEFORE ANY ACTION, IT IS IMPORTANT TO REVIEW THE FOLLOWING FACTORS TO DETERMINE WHETHER THE AWARD IS TRULY CLOSING WITHIN 90 DAYS:

1. Incremental funding anticipated?
2. Review terms and conditions of grant/contract
3. Run forecast to determine appropriate actions
   a. No cost extension
   b. Reduce burn rate
   c. Increase burn rate
4. Discuss these factors with the PI
TRACK PI EFFORT

EFFORT BUDGETED ON A PROPOSAL SHOULD REPRESENT THE EFFORT THE PI EXPECTS TO COMMIT TO THE PROJECT DURING THE AWARD LIFECYCLE.

1. Are there any deviations on the PI effort from the proposed budget?
   - Prior approval for a reduction in effort greater than 25% for the PI or other key personnel is required.

2. Faculty on 9 month appointments can charge up to 90% to sponsored projects during the summer.

3. The requirement of PI effort does not extend to:
   - equipment grants
   - seed grants for students/postdocs where the faculty mentor is named as PI, dissertation support, training grants, or other awards intended as "student augmentation"
   - limited-purpose awards characterized by Stanford as Other Sponsored Activities, including travel grants, conference support, etc.

TRACK PI EFFORT

RUN A CHECK IN OBI FINANCIAL REPORTING TO SEE WHAT AMOUNT OF EFFORT THE PI HAS CHARGED/DEVOTED FROM THE START OF THE AWARD.

HOW TO RUN REPORT IN OBI:

1. Choose Financial Reporting Directory – Actual Pay Details By Employee
2. Enter Employee ID or Employee Name,
3. Select First Pay Period End Date and Last Pay Period End Date
4. Click “Apply”
5. Reconcile to check what the average effort charged/devoted towards the project was. Also factor PI’s effort for the remaining months.
6. If there are discrepancies, discuss these factors with the PI.
1. Make sure the charges match with the animal protocol number and which type of animal (such as mouse, rat, or rabbit)
   Here is the link: http://med.stanford.edu/vsc/animalTrax.html, you can login the system and obtain all the invoice details

2. If the accumulated animal care charges are over the proposed budget, request re-budget for the animal care charge. Also discuss with the lab manager to let him/her know that the award is closing and arrange to stop the charges or transfer to the appropriate project.

3. For animal care charge journal transfers, please make sure to contact VSC, Ruth Burns for approval.
APLAC COMPLIANCE

ALL RESEARCH AND TEACHING ACTIVITIES INVOLVING LIVE OR DEAD VERTEBRATE ANIMAL USE MUST BE REVIEWED AND APPROVED BY THE APLAC PRIOR TO COMMENCEMENT OF THE ACTIVITY.

HTTPS://RESEARCHCOMPLIANCE.STANFORD.EDU/PANELS/APLAC

RELATED EXPENDITURE TYPE:

55240 (ANIMAL PURCHASE)

58710 (ANIMAL CARE FOR NON-FEDERAL)

58720 (ANIMAL CARE FOR FEDERAL)
UNALLOWABLES REPORT

90 DAYS BEFORE CLOSEOUT, RUN A CHECK IN OBI FINANCIAL REPORTING TO SEE IF THERE ARE ANY “TYPICAL” UNALLOWABLE EXPENDITURE TYPES CURRENTLY CHARGED TO THE AWARD. IF THERE ARE ANY, PREPARE APPLICABLE JUSTIFICATIONS AND DISCUSS WITH PI IF NEEDED.

HOW TO RUN REPORT IN OBI:

1. Choose Consolidated Expenditure Reporting – Expenditure Details Report
2. Enter Project, Task and Award number
3. Select Project to Date and enter last month close
4. Click “Next”
5. Paste list of unallowable expenditure types under Expenditure Type Long Name
6. Click “Apply”

THE FULL LIST OF EXPENDITURE TYPES CAN BE FOUND VIA THIS LINK IN THE DORESEARCH WEBSITE
UNALLOWABLES REPORT

EXAMPLES:

a) 55320 - Shipping/Handling Justification: The costs of shipping and handling were for shipping materials and supplies to/from the supplier not of an administrative nature.

b) 54550 – Report Costs: For the costs of sponsor-required reports on sponsored projects. These are necessary to the project and are not of an administrative nature.

c) 55110 – General office supplies: Need to move off unless sponsor approval given and PI has specific justification

d) 52425 – Foreign Travel Unallowable: Need to move off unless sponsor approval was given for airfare costs in excess of customary standard commercial airfare. Prepare sponsor approval as back up and provide to OSR closeout accountant if needed.
PURCHASE ORDERS OR SUBCONTRACT INVOICES

PURCHASE ORDERS
1. Check all PO pending commitments via FFIT and make sure the award has enough remaining funds for these anticipated expenses. If there are not enough funds, discuss with the PI to determine appropriate movements.
2. If the PO is already completed but still has some outstanding commitment balance, this amount will need to be de-committed/suppressed in Oracle.
3. Equipment should not be purchased this late in the project (30 days before project end)

SUBCONTRACT INVOICES
1. At 90 days before closeout, contact subcontractor to determine if they anticipate on fully spending or having a remaining balance. Discuss with PI and reallocate funds if necessary
2. Review all subcontract invoices submitted to Stanford’s account payable
3. Since the SF425 needs to be submitted to the sponsored agency within 90 days after the expiration date of the grant/cooperative, request the sub awardee to submit the final invoice to Stanford within 60 days
4. Receive the final invoice, have it signed and certified – it must be clearly marked FINAL
LABOR MANAGEMENT

RUN A OBI REPORT UNDER PAYROLL & LABOR MANAGEMENT FOR THAT SPECIFIC CLOSEOUT AWARD

1. Forecast the award’s remaining fund are enough to support the award’s labor effort within 30 days. If not, discuss with PI to make any appropriate changes.

2. Communicate with OSR – if there are any labor adjustment needed, the LDA must be completed within 30 days after the award’s end date.

3. Review all the expenditure types for the salary that are allowable or not in this award, some salary expenditure types are not allowed for federal award, such as:
   - ET 51190 - RBE UNALW SLRY OVER CAP
   - ET 51910 - NON FACULTY BONUS-CURRENT YEAR
   - ET 51930 - NON BONUS SPECIAL PAYROLL

4. All labor on the award being closed out needs to be moved to the next appropriate project so it does not charge to suspense account.

5. Reconcile graduate student salary and tuition.
CO-PI TASKS

CONTACT THE TASK MANAGER FOR ANY CO-PI(S) 90 DAYS BEFORE THE ANTICIPATED CLOSE DATE TO DETERMINE THE FOLLOWING:

1. Do they anticipate spending the remaining balance by the project end date?
2. Will they have a balance that needs to be reallocated to the main PI task?
3. Request they remove any labor schedules past the project end date

SHARE ANY RELEVANT INFORMATION WITH THE PI IF NEEDED.
COST SHARE & PROGRAM INCOME

COST SHARING IS DEFINED AS THE PORTION OF TOTAL COSTS OF A SPONSORED PROJECT PAID FOR BY STANFORD, RATHER THAN THE SPONSOR. COST SHARING CAN BE ANY ONE OF THE FOLLOWING TYPES.

- Mandatory Cost Sharing
- Voluntary Cost Sharing
- Committed Cost Sharing
- Voluntary Uncommitted Cost Sharing
- Matching

https://doresearch.stanford.edu/research-administration/financial-concepts/cost-sharing#definitions

STANFORD DEFINES PROGRAM INCOME AS GROSS INCOME EARNED BY STANFORD THAT IS DIRECTLY GENERATED BY A SUPPORTED ACTIVITY OF A FEDERAL AWARD OR EARNED AS A RESULT OF THE FEDERAL AWARD DURING THE AWARD’S PERIOD OF PERFORMANCE.

https://doresearch.stanford.edu/policies/research-policy-handbook/financial-aspects-sponsored-projects-administration/program-income#anchor-11590
COST SHARE & PROGRAM INCOME

COST SHARE:
Review the terms and conditions and make sure the full amount of committed cost-sharing be incurred by the time project end date
If project will end in an overdraft of $500 or more, request a cost sharing PTA for the overdraft.
Make sure the cost-sharing account been fully funded

PROGRAM INCOME:
Before closeout, check whether any program income was generated. If additional funds received, let PI know the funds are available to accomplish the research. At closeout, the OSR closes both the main award and the Program Income PTA to ensure proper accounting. The department will move expenditures from the main award onto the Program Income PTA to fully expend those funds.
MAKE SURE NON-FABRICATED EXPENSES ARE NOT CHARGED DIRECTLY TO THE FABRICATION TASKS.


The following costs may not be charged to a fabrication PTA:
- Documentation
- Repair or maintenance to retain existing functionality or capacity
- Warranty
- Administrative support equipment
- General purpose equipment, tools, and other material that is not integrated into the fabrication
- Enhancements to equipment that is not integrated into the fabrication
- Stanford Service center charges
- Any other costs not directly allocable to the fabrication. For example, building infrastructure upgrades.

MAKE SURE TOTAL FABRICATED COSTS ARE $5,000 OR MORE.
QUESTIONS?
RALeaders@lists.stanford.edu