



CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

Office of Research & Sponsored Programs

Project Closeout

Purpose:

This policy establishes guidelines for the proper closeout of awards to fulfill all obligations of the project in the required timeframe as required by the funder and in accordance with Office of Management and Budget (OMB) Uniform Guidance or 2 CFR 200 (UG) requirements and ICSUAM policy number 11003.11 – Project Closeout.

Policy Statement:

Federal regulation 2 CFR 200.16 defines closeout as the process by which the federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the federal award have been completed and takes actions as described in the regulations set forth in 2 CFR 200.343. CSU Long Beach (CSULB) will close out awards within the required timeframe, which is usually no later than 90 calendar days after the end date of the award, unless the funder authorizes an extension. For awards with non-federal funding sources, CSULB will follow the closeout requirements as outlined in the awards agreement.

In cases where the federal agency or non-federal funder considers the award to be closed and all obligations of the project to be met, but CSULB has not received payment on the final submitted invoice, the award will be considered closed programmatically. Awards will be considered closed, irrespective of their review by the Office of Research & Sponsored Programs (ORSP) or accounting. CSULB will provide all funder required documents to close out the agreement within the required timeframe. Internally, CSULB may keep the project open past this date to ensure final receipt of funder payments and processing of the closeout requirements.

Responsible Parties

Principal Investigators (PI's) and ORSP have a shared responsibility in facilitating award management and monitoring internal controls during an award's lifecycle. This section outlines the role of each individual or group for the successful management and closure of a sponsored award.

Principal Investigators (PIs) have overall responsibility for the programmatic objectives of the research. In addition, PIs are responsible for complying with sponsors' terms and regulations and for meeting all deliverables – scientific, financial and administrative. PI's are assisted by Grants & Contracts Administrators (GCA's) in managing an award and meeting deliverables. PIs are

responsible for communicating issues to GCA's throughout the award so that award terms and deliverables can be met or, if necessary, be modified. PIs should keep their GCA informed of any interactions with the sponsor that may impact the terms or deliverables of the award. PIs should perform regular reviews of award expenditures and financial positions with their assigned GCA and, as part of that review, discuss budget to actual variances, review allowability of charges and ensure expenditures are fully represented (complete). Lastly, PIs are responsible for the timely submission of non-financial reports to sponsors, i.e. scientific, technical, invention, publications and/or patent reports.

ORSP collaborates with the CSULB Research Foundation (CSULBRF) in order to meet the financial terms and financial deliverables of federal and non-federal awards. This includes (1) monitoring award expenditures for compliance with sponsor guidelines or regulations, (2) cash management for awards, including interim and final invoicing, letter of credit draws, and agency reporting, and (3) reporting interim and final financial results of the award via a financial report to sponsors and closing out the award, and (4) closing out funds in the system of record. These primary responsibilities are accomplished through ongoing engagement with the PI and department/college unit staff and faculty. In conjunction with these duties, ORSP maintains appropriate records and documentation to support closeout.

Record Retention:

The record retention period shall be either three (3) years after the final financial report and/or invoice date or per the sponsor's guideline requirement; whichever period is longer.

Definitions:

Closeout means the process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in §200.343 Closeout.

Revised: November 2018