

Reporting and Account Closeout

Key: O = Ultimate Owner of the Process/Activity
 P= Primary Contributor to the Process X = Contributor to the process

Reporting	PI and/or Co-PI(s)	Dept /College Staff	OSPAN	ORSP	Grants Accounting	Others (Purchasing, A/P, Contracts, Legal Counsel, COI)
Prepare annual progress reports	O		P	X		
Submit annual progress reports to sponsor	P		X	O		
Prepare and submit annual fiscal reports to sponsor			X		O/P	
Prepare and submit final technical reports to sponsor	O		X	P		
Award Closeout						
Send close-out notices to PI			O/P		X	
Ensure all appropriate expenditures have been posted to accounts		O/P	X		X	
Close open encumbrances		O/P	X			X
Remove Salary allocations		O/P	X			
Post reconciling journal entries		O/P	X		X	
Review expenditure postings/closeout transactions		P	O		X	
Verify final subaward invoices are posted		O/P	X			X
Prepare Cost Summary Report		X	O/P		X	
Provide signature that project and financial activity are complete.	O/P	X	X			
Prepare and submit final financial invoices/reports to sponsor					O/P	
Oversee submission of final Technical, invention, Patent reports	P			O		
Prepare and submit final technical reports to sponsor	P			O		
Inactivate award account in Workday					O/P	
Maintain official financial closeout documents for sponsored projects					O	
Maintain official project closeout documents for sponsored projects				O		