

Closeout Timeline (90, 60, 30 Days Before Project End) GM01

Now that I know which projects are ending, what should I do?

90 Days before Budget End Date

- **Is more time needed to complete the project or award?**
 - Submit Preaward request. If this award is continuing and you are expecting a future budget period you may need to make a preaward request to either extend this project or receive a new project for the next budget period. Federal Grants within non-competing segment should be auto pre-awarded when InfoEd routing for continuation is completed by dept.
 - Contact the Office of Grants and Contracts for a NCE (No Cost Extension). Depending on the agency, such requests generally need to be received by the sponsor 60-90 days prior to the project end date.
 - For clinical trials, verify the study is ready to close. If not, to determine a new estimated end date and contact your Post Award Administrator for a date extension. A request to the sponsor for extension is usually not required for clinical trials.
- **Review outstanding PO encumbrances.**
 - Work with any subcontractors to identify and resolve any issues that could delay receipt of the final invoice.
- **Review outstanding payroll encumbrances.**
 - Are all personnel expected to be paid through the life of the funding period reflected?
- **Review cash balance and AR balances.**
 - Does it appear the sponsor is paying as planned? If it appears payments have not been received, please discuss with your Post Award Administrator.
 - For detailed payment information, review the "Payments Received" reports in MFin.
- **Ensure all necessary remaining purchases are planned and sufficient funds are available to cover these expenditures.**
- **Review Projects Expenses**
 - Have all expenses incurred booked to the project as expected?
 - Have all prior period salaries posted accurately? If PETS are needed, submit as soon as possible.

60 Days before Budget End Date

- **Review any outstanding items listed above in 90-day sections.**
- **Submit any progress reports needed.**
 - For Federal Grants, the RPPR is due 45 days prior to the end budget date.
- **Review all Planned Equipment charges have been incurred.**
 - No new equipment should normally be purchased at this time. If there is a plan or need, contact your Post Award Administrator to determine its allowability.

30 Days before Budget End Date

- **Review any outstanding items listed above in 90 and 60-day sections.**
- **Ensure preaward request is complete.**
 - Project has either been extended for next budget period or you have a new number for the next budget period based.
- **Submit payroll funding distribution changes.**
 - Either extend HCM funding if the project has been extended, or adjust funding distribution to move to the project created for the next budget period.
- **Review Spending and Clear any Deficits.**
 - For cost reimbursable projects, ensure spending is within budget. If expenses are expected to be over budget, remove the deficits, a cost overrun may delay final invoice.
 - For fixed price projects, confirm you have not spent more than available cash or the final amount which will be billed to the sponsor.
- **Verify all subcontract invoices have been received and submitted for payment.**
 - Understand what balances may be expected on the final invoice and payment deadlines as the end date approaches.

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

FINANCIAL SERVICES - SPONSORED PROJECT REPORTING

GM01 - Closeout Monitoring - Project Approaching to End

General Ledger (GL As Of): 2/28/2018

SUMMARY:

Expiring In	Report Group	Dept	Project	SPD	SPD Description	Budget	Actuals	Avail Before Enc	PayEnc	POEnc	SPOEnc	Total Enc Before FNA	Avail	CashBal
30	30	20419	25A5708	63014526	NOHCT TEAM	21,200.00	2,677.28	18,522.72	0.00	0.00	0.00	0.00	18,522.72	18,522.72
31	60	20225	2523822	63007898	DSI NAPI-IIB INHIBITORS	379,398.00	379,380.18	17.82	0.00	60.00	0.00	60.00	-45.30	17.82
31	60	20225	2524000	63009026	UCB NITRITE SUPPL OLDADLT	65,564.00	62,354.95	3,209.05	1,576.94	0.00	0.00	1,576.94	776.21	-19,152.22
31	60	20447	25A3639	63011687	NIH E NTWK PTTN CRNSKL	1,632,332.64	1,345,216.17	287,116.47	10,865.09	89.80	136,264.81	147,219.70	139,896.77	-16,876.86
31	60	20225	25A3754	63011833	VA IPA:PLENTER	48,520.00	47,329.09	1,190.91	2,130.32	0.00	0.00	2,130.32	-939.41	-8,576.98
31	60	20425	25A5638	63014278	NIH SE CELL CHCES IN SKELETON	250,229.15	383,272.09	-133,042.94	6,275.25	0.00	0.00	6,275.25	-139,318.19	-383,272.09
31	60	20225	25M4051	63011912	VA IPA: JAIN	140,216.00	131,918.73	8,297.27	0.00	0.00	0.00	0.00	8,297.27	-18,903.44
45	60	20225	2523832	63007949	INTR FXR-TGR5	63,000.00	63,000.00	0.00	0.00	0.00	0.00	0.00	-0.05	0.00
61	90	20477	2517918	63010973	PIDPHC PERINATAL NO2	5,000.00	2,919.80	2,080.20	0.00	0.00	0.00	0.00	1,890.63	580.20
61	90	20225	25A5832	63014629	VA: IPA GARCIA	30,664.00	25,246.14	5,417.86	6,379.72	0.00	0.00	6,379.72	-961.86	-25,246.14
61	90	20447	25M6131	63014315	NIH GENE EXPRESSION	387,669.00	415,247.46	-27,578.46	29,941.64	119.17	0.00	30,060.81	-57,639.27	-38,403.25
61	90	20225	25M6719	63015754	NIH SE MSNCH CHRN KDNY DIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,952.73
62	90	20225	2523526	63006053	ALPI AHUS.CT	0.00	23,257.39	-23,257.39	0.00	0.00	0.00	0.00	-23,257.39	4,858.61

Summary Page Notes:

1. Expiring In - Days remaining to the Project End Date
2. Reporting Group - 30, 60, and 90 Day Buckets
3. Total Cost Columns include Budget, Actuals, Available Before Encumbrance (*Budget - Actuals*), Available Balance (*Actuals Less Encumbrances and FNA Encumbrances*) and Cash Balance. These column headers are highlighted in light blue.
4. Direct Costs Fields include Payroll Encumbrance, Purchase Order Encumbrance and Standing Purchase Order Encumbrance. These column headers are highlighted in orange.

FUNDING EXPIRING IN: 31 DAYS

Project Number:	25A3639	Principal Investigator:	CLOUTHIER,DAVID E.
Project Description:	NIH E NTKW PTTN CRNSKL	Grant Administrator:	SZYMANSKI,LAURINE ANN <i>Department Administrator</i>
Project Status:	A <i>(A=Active)</i>	Grant Accountant:	JOHNSTON JR.,GEORGE RAYMOND <i>OGC Post Award Specialist</i>
Project End Date:	3/31/2018	Sponsor Name:	NATL INSTITUTE OF DENTAL & CRANIOFACIAL
Project Bill Type:	202 <i>}OGC Billing & Contract Fields used for Billing and A/R</i>	Award Code:	5 R01 DE023050-04REV01 <i>Sponsor Reference Number</i>
Project Contract Type:	LC	Grant Type:	GRANT REIMBURSE <i>Indicates Cost Reimbursable or Fixed Price</i>

GL Summary:

Dept	SPD	SPD Description	Budget	Actuals	Avail Before Enc	PayEnc	POEnc	SPOEnc	Total Enc Before FNA	Avail	CashBal	AR	Unbilled AR
20447	63011687	NIH E NTKW PTTN CRNSKL	1,632,332.64	1,345,216.17	287,116.47	10,865.09	89.80	136,264.81	147,219.70	139,896.77	-16,876.86	0.00	16,961.86

Outstanding Payroll Encumbrance Detail:

EMPLOYEE ID	EMPLOYEE NAME	ENCUMBERED SAL AND BEN
		2,650.21
		3,917.21
		4,297.67
TOTAL:		10,865.09

Outstanding Purchase Order Encumbrance Detail:

PO No	PO Date	Vendor	ENCUMBERED AMT
1000926485	12/22/2017	FISHER SCIENTIFIC COMPANY LLC	24.80
1000835380	6/22/2017	ADDGENE INC	65.00
1000527213	8/31/2015	REGENTS OF THE UNIVERSITY OF CALIF	136,264.81
TOTAL:			136,354.61

Project Detail Page Notes:

1. Outstanding Payroll reflects direct cost payroll encumbered through Project End Date. Review to confirm all necessary personnel are reflected.
2. Outstanding Purchase Order Encumbrance Detail reflects direct cost PO and SPO encumbrances. Review to confirm outstanding purchase orders to be closed or subcontract payments pending.

Who gets the 90,60, 30 Days Before Project End reports?

- The report will be burst to the Fiscal Manager (GADM) on your projects. This is driven by the Project Team set in the PS Grants Module for the award.
- To review roles for your projects or department, use the MFin Fiscal Role reports under Finance>Lookups Folder to review by org node or by employee.
- Roles can also be reviewed for a specific project number via PS Query in Finance utilizing the UCD_Project_Team query.
- To request a change to the person(s) contained in the Fiscal Manager or Fiscal Staff roles, please sent requests to OGC.FiscalRoles@UCDenver.edu.