



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

Step 3.5: Award Review for Closeout

Purpose: To identify accounts that either need to be extended or closed

Parties Involved: Principal Investigator, Research Administrators, Specialist III, C&G Accountants, C&G Support Center, Funding Agency (if applicable)

Steps in the Process:

- An automatic internal notification is emailed at 120/90/60/30 days prior to project end date to respective parties to remind of upcoming end date.
- The automatic email generates a GART request for action.
 - RA is responsible for confirming end date or if additional action is required.
 - If ending, RA notes in GART, reassigns LEAD to Specialist and adds CGSC Manager for review.
 - If not ending, RA notes in GART, and takes appropriate action (AA, NCE)
- ORSP and C&G will proceed to Step 3.6 Closeout of Awards for all accounts identified for closeout.

Summary Description: To increase efficiency and pro-active action on closeouts and no cost extensions.