



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

Step 3.6: Closeout of Awards

Purpose: To communicate and document that all closeout requirements have been met

Parties Involved: Principal Investigator, Research Administrators, C&G Specialist, C&G Accountants, CG Support Center, ORSP administrative staff, departmental administrative staff

Steps in the Process:

- With the notices generated in Step 3.5 Closeout Review, appropriate parties take action.
- C&G Specialist will review the requirements for the closeouts, and update closeout GART to reflect requirements as indicated below:
 - Cost Sharing Report
 - Disposition of Residuals
 - Final Financial Report
 - Final Invoice
 - All Payments Received
 - Property Report
 - Subcontractor Release Form
 - Final Invention/Patent Report
 - Final Technical Report
 - Effort Certification (ECRT)
 - Fixed Price contracts
 - Other
- C&G Specialist will confirm applicable documentation has been submitted to the agency and upload files in closeout GART and send an email to ORSP administrative staff for filing in Questys. ORSP admin staff will file in the “Closeout” tab. Closeout document examples:
 - **Final Invention/Patent Report**
 - C&G Specialist will confirm with PI on patent disclosure and file paperwork if needed.
 - If any disclosures, C&G Specialist will send required forms to the OTC Director for completion. The C&G Specialist will submit the form and file.
 - **Final Technical Report**
 - Depending on agency requirements for final reporting, PI or RA will submit the final technical report to the agency.
 - C&G Specialist will obtain confirmation from the PI/Agency/Questys/RA that the report has been submitted and will file
 - **ECRT**
 - The Specialist will confirm payroll certification is up to date in the PIC2.



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- **Subcontract closing**
 - If there are any outstanding payments, the Specialist, C&G, A/P, RA and PI to resolve any outstanding issues.
 - If a project has subrecipients/subawards, the Specialist III will prepare the **Subcontractor Release Form**
 - The Specialist III will email form to subrecipient for signature. Once the signed form is returned, the Specialist will ensure that the figures match with all payments issued and that no payments are outstanding and that a final invoice has been received.
 - After all outstanding issues are resolved, the signed Release Form will be filed in Questys and subcontract database by the Specialist.

- **Fixed Price with Residuals**
 - The Specialist will notify the RA that a “Fixed Price Residuals” form or “Fixed Price Residuals -Exceptions” form must be completed and submitted to RA Manager or AVP for review and approval.
 - Secure Dr. Osegueda’s approval via email if anything over 25% is requested by PI
 - The RA or Specialist will prepare the form and provide to C&G Accountant for the setup of a 26-7000 project series for the PI’s use. A copy of the final form will be filed in the closeout folder in Questys. And notification will be sent to PI and admin.

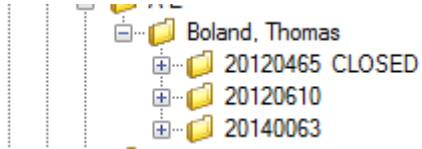
- **Other**
 - Any other special requirements should be filed in Questys.

- C&G Accounting is responsible for providing reports and other supporting documents (as applicable) to ORSP via closeout GART to file in Questys. Below are a list of actions/reports:
 - **Final Financial Report**
 - **Cost Sharing**
 - **Final Invoice/Final Drawdown**
 - **Property Report**
 - **Return of Funds**

- ORSP Administrative Assistant will
 - Review emails from Specialists regarding closeouts and file accordingly.
 - The administrative assistant will verify all applicable documents are in Questys.
 - The account will be renamed with “Closed” following the ORSP file name



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Summary Description: To comply with all University, federal and agency award regulations for project closeouts and ensure stewardship