



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

**Step 3.6.1: Closeout of Subawards**

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

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

Steps in the Process:

For details on the overall closeout process, refer to Step 3.6 Closeout of Awards

- The Closeout Team will identify those awards including subcontracts ending within 60 days and add the Specialists to the GART.
- 30 days before award ends, Specialist will send the **Subcontractor Release Form** to the subrecipient requesting the final invoice and release form to be completed by the deadline in indicated in the subagreement.
  - Once the release form is returned, Specialist will work with C&G to confirm that the figures match, all payments issued and the final invoice has been received.
    - If figures match, the signed Release Form will be filed in Questys and subcontract database by the Specialist.
    - If there are discrepancies, the C&G Accountant will work with subrecipient to resolve any outstanding issues and the Specialist will issue a new subrelease form reflecting any corrections.
  - Any other special closeout requirements should be filed in Questys by the Closeout Team.
- Specialist will conduct all necessary follow up starting at 60 days of award end to close the subaward

**Summary Description:** To comply with all University, federal and agency award regulations for subcontract monitoring and closeout