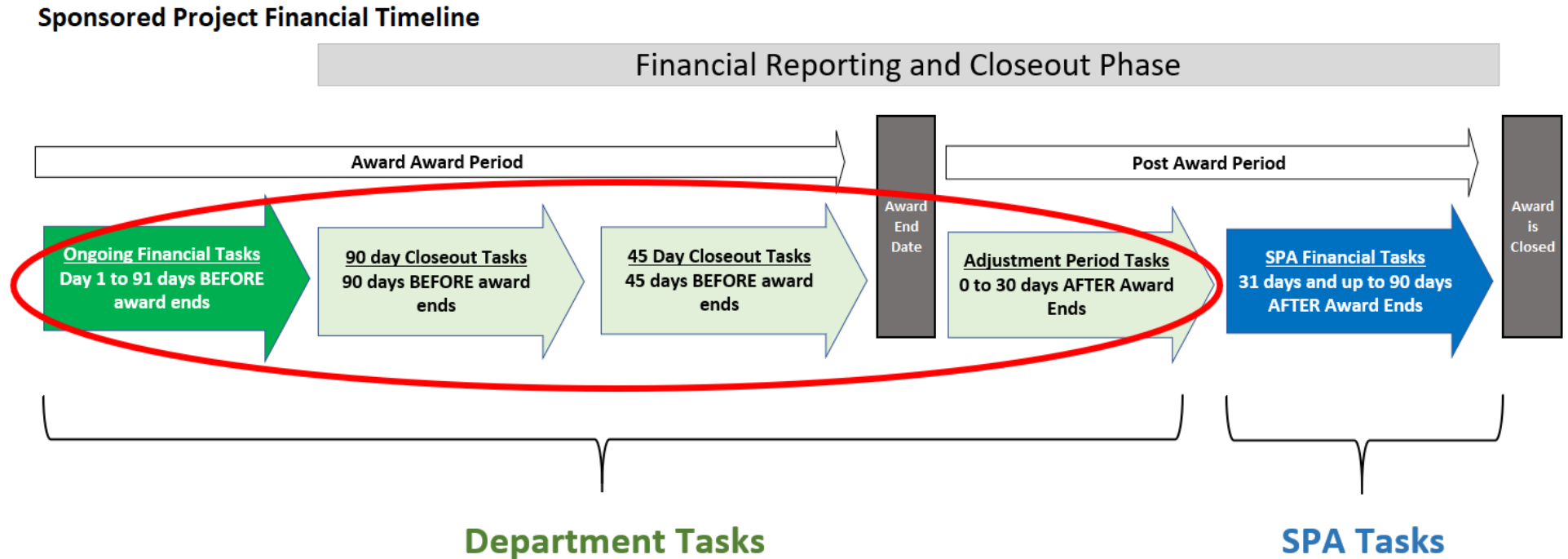


Below represents the Sponsored Project Financial Timeline:



The next page describes the specific department tasks involved in each of the phases in the red circle above.

Department financial responsibilities during the sponsored project life cycle:

Award Start to 91 days Prior to End Date:	90 days Prior to End Date	45 Days Prior to End Date	Award Ends	0-30 days after Award End Date (Adjustment Period)
<p>Ensure all expenses are:</p> <ul style="list-style-type: none"> ✓ Allowable, Reasonable, Allocable, Treated Consistently, Timely ✓ Charged to the correct account code. ✓ In line with approved DCJF. ✓ Within sponsor rebudgeting authority per the T&C of award. ✓ Any Admin salaries are Included in the proposal/award or approved by sponsor. ✓ Monitor Cost Share expenditures and ensure they are posted to the correct chart string and are In line to meet any required cost share commitments by the end of the award. 	<p>Request NCE if projects scope of work will not be completed on time.</p> <p>If an NCE will not be requested:</p> <ul style="list-style-type: none"> ✓ Review the technical and administrative actions required to close out the project. ✓ Review charges already posted and create Journal Entries to adjust any expenses. ✓ Verify all personnel are correctly distributed and will post no later than 30 days after award ends. ✓ If possible, restrict purchases for Equipment, supplies or computer within the last 90 days. ✓ Review Cost Share Commitments: <ul style="list-style-type: none"> ○ CS posted correctly ○ CS will be met including those for subrecipients. ○ Obtain CS documentation for 3rd Party CS and provide to FA. 	<p>If no NCE will be needed:</p> <ul style="list-style-type: none"> ✓ Review all expenses posted since last review. ✓ Ensure all expenses including pending salary distributions will be posted within the next 30 days for your dept and other depts charging to award. ✓ Run the PS Closeout Report and: <ul style="list-style-type: none"> ○ Finalize pending transactions. ○ Resolve budget checking errors. ○ Close encumbrances, non-subrecipient POs and Reqs once all expenses have posted. ✓ Verify any tuition charges are charged and w/correct student. ✓ Verify w/subrecipients that work will be completed and final invoice will be received within the next 30 days. ✓ Verify technical report submissions have been or will be submitted on time. 	<p>AWARD ENDS</p>	<ul style="list-style-type: none"> ✓ NO NEW EXPENDITURES CAN BE INITIATED. ✓ Confirm there are no employees paid or scheduled to be paid beyond the end date of the award. . ✓ Labor transfers must be posted in the GL by the end of this adjustment period. ✓ Ensure all expenses (operating, pcard, subrecipient charges and salary distributions) post by end of this period including those from other depts. ✓ Cost transfer off the award any expenses deemed unallowable or to remove any overdraft. ✓ Perform Final Review of the general ledger (GL) to ensure all expenses have posted to the correct account, are within award period of performance, are award related, allowable, reasonable, allocable and treated consistently. ✓ Re-run the PS Closeout Report and ensure no budget checking errors ✓ Email your SPA Financial Analyst when all expenses are in and posted.

Resource Guide for Sponsored Project Financial Report and Closeout

As of 4/14/2022

This chart describes the roles of the PI, Unit Administrator and SPA Financial Analyst during the award period:

Role	Expenditures	Project Changes	Financial Reporting & Invoicing
Principal Investigator (PI)	<ul style="list-style-type: none"> Clearly states destination of expense to UA. Ensures expenses are allowable per sponsor and institution regulations/guidelines. 	<ul style="list-style-type: none"> Communicates changes in project scope or timelines <ul style="list-style-type: none"> ❖ No Cost Extension requests. ❖ <u>Rebudgeting</u> ❖ Continuations ❖ Prior Approvals 	<ul style="list-style-type: none"> Approves all final invoices and reports for <u>subrecipients</u>. Reviews and verifies all cost sharing requirements have been met and documented. Completes all project objectives stated in award document. <ul style="list-style-type: none"> ❖ Progress Report ❖ Final Deliverables ❖ Patent Reports
Unit Administrator(UA)	<ul style="list-style-type: none"> Assists PI in ensuring expenses are allowable and incurred within project period. Ensures expenses are posted to appropriate <u>chartstring</u> in PeopleSoft. Reviews budgets and expenses as needed to avoid untimely transfers. Reviews all effort commitments to ensure they are accurate and allowable. 	<ul style="list-style-type: none"> Assists PI in making project changes. Works with SPA on all project change requests. 	<ul style="list-style-type: none"> Processes all journal entries, cost transfers, and payroll distributions as necessary for closeout. Provides SPA all cost share/matching documentation. Removes any overdraft or unallowable expenses onto departmental funds. Ensures all vouchers are paid prior to final report. Notifies SPA FA project is ready to close and all expenses are posted to GL.
SPA Financial Analyst (SPA FA)	<ul style="list-style-type: none"> Verifies all expenses posted are in compliance with award and sponsor's terms & conditions and University policies. Timely approval/review of expenses requiring authorization. 	<ul style="list-style-type: none"> Submits any project change requests to the sponsor. Makes appropriate budget/date changes in PeopleSoft. 	<ul style="list-style-type: none"> Prepares and submits an accurate final report/invoice to the sponsor based on the schedule and format in the award document. Closes project in PeopleSoft.