Send list of awards nearing termination and accelerated closeout notification

Identify fund nearing termination date that requires closeout

Closeout strategy exchange with RA

Closeout strategy exchange with PI

Prepare closeout certification form, accruals, and other associated tasks

Clear discrepancies within fund if necessary and remove overdrafts

Review closeout certification form

Complete final invoice and final financial (closeout) report

Review final financial closeout report with PI

Identify deficit clearing to clear discrepancies

Revise and submit final report to sponsor

Complete final technical report

Accepts final financial and technical reports

If you have questions about this document please contact ptimaps@lists.berkeley.edu

This process document is current effective 11/24/2014
### Award Closeout - RACI

**Responsible:** owner of the task.

**Accountable:** the one ultimately answerable for the correct and thorough completion of the task.

**Consulted:** provides information and/or expertise necessary to complete the task.

**Informed:** needs to be notified of results.

<table>
<thead>
<tr>
<th>PI</th>
<th>CSS RA</th>
<th>CGA</th>
<th>Sponsor</th>
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#### Tasks

1. **Send list of awards nearing termination and accelerated closeout notification.**

   - Responsible: CSS RA
   - Accountable: CGA
   - Informed: Sponsor

2. **Identify fund nearing termination date that requires closeout.**

   - Responsible: PI
   - Accountable: CGA

3. **Closeout strategy exchange with RA.**

   - Responsible: PI
   - Accountable: CGA

4. **Closeout strategy exchange with PI.**

   - Responsible: PI
   - Accountable: CGA

5. **Prepare closeout certification form, accruals, and other associated tasks.**

   - Responsible: PI
   - Accountable: CGA

6. **Clear discrepancies within fund if necessary and remove overdrafts.**

   - Responsible: PI
   - Accountable: CGA

7. **Review closeout certification form.**

   - Responsible: PI
   - Accountable: CGA

8. **Complete final invoice and final financial (closeout) report.**

   - Responsible: PI
   - Accountable: CGA

9. **Review final financial closeout report with PI.**

   - Responsible: PI
   - Accountable: CGA

10. **Identify deficit clearing to clear discrepancies.**

    - Responsible: PI
    - Accountable: CGA

11. **Revise and submit final report to sponsor.**

    - Responsible: PI
    - Accountable: CGA

12. **Complete final technical report.**

    - Responsible: PI
    - Accountable: CGA

13. **Accepts final financial and technical reports.**

    - Responsible: Sponsor
CSS RA – Award Closeout

90 days prior to award expiration

- Identify Fund Nearing Termination Date that Requires Closeout
- Closeout Strategy Exchange with RA

60 days prior to award expiration

- No Cost Extension?
  - No
  - Yes
  - Redirect effort to other projects and make sure expenses follow

1 – 30 days from date of award expiration

- Prepare Closeout Certification Form, Accruals, and Other Associated Tasks
- Review Closeout Certification Report with PI
- Transfer Expenses to Another Allowable Fund with PI approval
- Deficit Clearing
- Change Fund to “Inactive”

After 90 days from date of award expiration

- Complete Final Technical Report
- Complete Final Invoice and Final Financial (Closeout) Report
- Review Closeout Certification Form
- Submit final report to sponsor
- Accepts Final Technical Report
- Accepts Final Financial Report
- Revise Report
- Revise Final Report

Legend
- Start/End
- Process Step
- Subprocess Step
- Decision Point
- CSS
- Unit
- Central Campus Unit (Disbursements, Procurement etc.)
- Faculty (Customer)
- 3rd Party

Guidelines
- Common Smartsheet online repository
- Form
- Notification sent via Email