

Close Out: Fund Closeout (review, and clear encumbrances, deficits, invoicing & final payment)

Your grant is set to expire, what's next?

A grant closeout is the process by which a funding agency and the grant recipient confirm that all project activities, financial obligations, and administrative requirements have been completed. The University has an obligation to close out the project and submit final reports to the sponsor. This process typically begins 90 days prior to the project end date. However, the closeout is formally processed after the grant's period of performance end date is reached. A closeout involves several key steps to ensure compliance with federal regulations and/or sponsoring agency. We must abide by specific terms and conditions of the award.

90-days prior to the project end date the SRP team member will reach out to PI & department for the following:

- Move off personnel
- Clear encumbrances and redirect recurring recharges
- Review fund balances and notify PI if overspent or underspent
- Ensure invoices have been submitted and paid, including subawards
- Complete final sponsor reports as required
- Facilitate sponsor requests

Further details regarding final reports can be found under section: 6B-Closeout: Final Reports (FFR, Final Invention, etc.)

Additional information provided by UCR central office can be found here: [Award Closeout | Research and Economic Development](#)