Closeout Timeline

Pre-Expiration Period
- RAs/Departments
  - Request final invoices from vendors and subrecipients
  - Change payroll chartstring for future distributions
  - Request recharge changes or cessation
  - Request no-cost extension if needed

Adjustment Period
- RAs/Departments
  - Transfer expenses and deficits
  - Transfer payroll via UPAY
  - Accrue unposted expenses
  - Close POs
  - Submit Closeout Certification along with:
    - Documentation
    - Cost share report
    - Unliquidated obligations

Final Closeout Period
- CGA
  - Verify costs for FFR and final invoice
  - Review for unallowable expenses
  - Review cost share report
  - Ad-hoc deficit clear at award level
  - Submit FFR and final invoice to sponsor
  - Update milestone and finalize activity status
  - Place the Billing Plan on hold
  - Run monthly deficit clearing
  - Inactivate fund (if there are no pending transactions)

(Pre-Expiration Period)
- Award Expired - Day Zero Termination Notice
- 90 Days - Termination Notice
- 60 Days - Termination Notice
- 30 Days - Termination Notice
- 30 Days
- 30 Days
- 30 Days
- ~70 Days
- ~20 Days
- ~8 Days

(Award Closeout Process)
- Closeout Form due the next day after GL Close of the month prior to the FFR due date
- "May 11, 2016
- May 29, 2016
- June 8, 2016

(Final Closeout Period)
- 90 Days - Final Financial Report/Invoice Submitted
- Monthly Deficit Clearing (6th business day of every month)
<table>
<thead>
<tr>
<th>CGA Process</th>
<th>Process description</th>
<th>Fund Status</th>
<th>Contract Status</th>
<th>Award Status</th>
<th>Project Status</th>
<th>Activity Status</th>
<th>Milestone Status</th>
<th>Effect on Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate/Set up Award</td>
<td>Notice of Award is interfaced into C&amp;G module from SPO. RA/DEPT uploads the budget and the CGA Award Analyst (CGA-AA) generates the Award. Sent to CGA Supervisor for approval.</td>
<td>Active</td>
<td>Pending</td>
<td>Accepted</td>
<td>Budget Only</td>
<td>N/A</td>
<td>Pending</td>
<td>Transactions rejected.</td>
</tr>
<tr>
<td>Supervisor Approves Award and Finalizes Budget</td>
<td>CGA Supervisor reviews and approves the Award and budget and finalizes it. The Contract is activated, and the Project and Activity status is Open.</td>
<td>Active</td>
<td>Active</td>
<td>Accepted</td>
<td>Open</td>
<td>Open</td>
<td>Pending</td>
<td>Transactions allowed.</td>
</tr>
<tr>
<td>(1) Activity Ends (Award expired)</td>
<td>Upon Award end date, the Project and Activity status automatically update to “Ended”</td>
<td>Active</td>
<td>Active</td>
<td>Accepted</td>
<td>Ended</td>
<td>Ended</td>
<td>Pending</td>
<td>Transactions allowed (warning issued)</td>
</tr>
<tr>
<td>(2) - Ad-Hoc Deficit Clearing</td>
<td>The CGA-AA will perform an ad-hoc deficit clearing to move any deficit amount off of any award with a Final Financial Report (FFR) due as part of the closeout process. After the FFR/Final Invoice has been sent to the sponsor, the CGA-AA changes the Milestone to “Completed”, and sets Activity status to “Final”. For awards with accrued expenses, CGA will wait until the following month to change the Activity status to “Final” to allow the actual expenses which were accrued to post to the award.</td>
<td>Active</td>
<td>Active</td>
<td>Accepted</td>
<td>Final</td>
<td>Final</td>
<td>Completed</td>
<td>Transactions will be rejected except for: Payroll, AR, closing PO, auto-reversal of accrued expenses, and deficit clearing.</td>
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</tr>
<tr>
<td>(3) Monthly Deficit Clearing*</td>
<td>CGA will perform the monthly deficit clearing process on all awards with milestone status “Completed” and activity status “Final” at the beginning of the month following the closeout period.</td>
<td>Active</td>
<td>Active</td>
<td>Accepted</td>
<td>Final</td>
<td>Final</td>
<td>Completed</td>
<td>Transactions will be rejected except for: Payroll, AR, closing PO, auto-reversal of accrued expenses, and deficit clearing.</td>
</tr>
<tr>
<td>(3) Fund Inactivated</td>
<td>After clearing all pending transactions (COA Inactivation returns no result), Fund is inactivated, the Activity and Project(s) and Contract are set to Closed</td>
<td>Inactive</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Completed</td>
<td>All transactions rejected</td>
</tr>
<tr>
<td>Archived</td>
<td>Seven years after the Project’s status has been set to Closed the Project and associated Activities are set to Archived</td>
<td>Inactive</td>
<td>Archived</td>
<td>Closed</td>
<td>Archived</td>
<td>Archived</td>
<td>Completed</td>
<td>All transactions rejected</td>
</tr>
</tbody>
</table>

* CGA will perform an annual deficit clearing process on open awards (excluding approved waiver requests on awards in deficit and awards with FFR due date between May 31st and September 1st).
Status Values and Effect on Transactions

Where to Find Statuses:

**FUND STATUS:**

**CONTRACT STATUS:**
Award Profile – View Contract hyperlink
-or-
Main Menu – Customer Contracts – Create and Amend – General Information

**AWARD STATUS:**
Main Menu – Grants – Awards – Award Profile

**PROJECT STATUS:**
Main Menu – Grants – Awards – Project, or click the project # from Award Profile

**ACTIVITY STATUS:**
Main Menu – Grants – Awards – Project- Activity (click on Activity status hyperlink)

**MILESTONE STATUS:**
Main Menu – Grants – Awards – Award Profile

**NOTE:** DISREGARD “PROCESSING STATUS” FIELDS- THESE DO NOT AFFECT TRANSACTIONS.