

Completing the Closeout Certification form

1. **Log into BFS, navigate to the form function, and click the “Add a New Value” tab to open the form**

Main Menu>Grants>Awards>Closeout Certification form, then click the “Add” tab.

2. **Identify the award in the Subject field**

Format: Sponsoring agency name and sponsor’s award reference number.

3. **Enter the Due Date**

The Closeout Certification Form is due by the GL close of the 2nd month after the award’s expiration date.

4. **Enter preparer’s Supervisor’s name (last, first)**

This is required for the approval workflow.

5. **Enter the SPO Award number**

6. **Enter the PI’s name (last, first)**

7. **Enter the accounting period date (month) for the Ledger you’re certifying**

Enter the date of the BAIRS Fund Summary by Account report you will attach.

8. **Enter the award amount in Total Appropriations**

9. **Enter the total expenditures *and accruals* from the BAIRS report in Total Expenditures**

10. **Enter the Balance**

11. **Enter Preparer’s name, email, and the date this form is submitted for approval.**

12. **Check the box if “GL Includes Accruals” and/or “GL Includes Payroll Transfers”**

This alerts CGA about the Ledger and support documentation. If Payroll Transfers were made, include the date the initial UPAY request was submitted.

13. **Select “Yes/No” for Approved Carry Forward or NIH Training Grants**

- a. If “Yes,” enter the Carry Forward SPO Award # and the Carry Forward ChartString below.
- b. Enter the Carry Forward Amount (and Unliquidated Obligation Amount for NIH Training Grants).

Notice the three tabs: the Form itself, Instructions, and Attachments

By submitting this form, you are certifying that all expenditures and accruals posted to the General Ledger for this award are accurate and complete, and are in conformity with the terms and conditions of the award and University policies.

This section applies only to awards with approved carry forward or NIH training grants with unliquidated obligations.

NIH Training Grants also require a list of Trainees:
1. Go to the Attachments tab, open the Unliquidated Obligations template.

At this point in the process you will attach the Ledger Report that supports your closeout, along with any other supporting documentation.

14. Click the Attachments Tab

15. Enter the name of the document you will upload to submit with your certification

16. Click Attach to open the box

NIH Training Grants with Unliquidated Obligations also require a list of trainees be submitted with the Closeout Certification.

Click "Open" to download an Unliquidated Obligation spreadsheet (pictured below).

Complete the spreadsheet form, save it to your computer, and submit it as an attachment (Steps 15-17).

Be sure to enter the **Total Unliquidated Obligation** Amount on the Closeout Certification form (Step 13b).

17. Browse and select the file you want to attach, and click Upload

18. If you have additional documents to attach, such as a Cost Sharing Contribution Report, click the + to add another row. Repeat Steps 15-17

When all the supporting documents are attached, return to the Certification Form by **clicking the tab** at the top.

	A	B	C	D
1	Unliquidated obligation information required for NIH Training Grants			
2				
3	Trainee	Stipend Amount	Overhead Amount	Tuition and Fees
4				Program Code
5				Total
6				
7				
8				
9				
10	Total	-	-	-
11				
12				
13				

19. Click "Save" at the bottom of the form

Notice the "Submit" button now appears near the top.

20. Click the "Submit" button to initiate approval workflow

An email requesting approval of the Closeout Certification is sent to the preparer's Supervisor (listed in Step 4).

Next, the Closeout Certification must be approved by the Preparer's Supervisor (note: Supervisor must have BFS access role "Grants Research Administrator" to view/approve form).

21. The Supervisor clicks the link in the Approval Request email, goes to the Approval Action page in BFS* Clicking "Go to Form" opens a new window below the approval area to review the Certification form and attachments.
22. The Supervisor selects to either "Approve" or "Deny" the Certification

A Closeout Certification is automatically submitted to CGA only when the Supervisor approves the form.

- a. If "Approve," the Closeout Certification is sent to CGA.
- b. If "Deny," the Approver must enter a comment, then the form is directed it back to the Preparer.

23. **IF APPROVAL IS DENIED** the Preparer is notified via email to make corrections
A link in the email takes the Preparer to the form.

24. In the form, Preparer clicks "Approver Status" to open the approval workflow

25. Click the Comments arrow to read the Supervisor's comments
Make the requested corrections to the form/attachments and click "Save" on the form.

26. Click "Save" on the form and "Submit" will reappear at the top of the form. Click 'Submit "' to restart the Approval workflow

A complete, approved Closeout Certification must be received by Contracts & Grants Accounting by the GL close of the 2nd month after the award's expiration date.

*Supervisors can also access their closeout approval workflow via the RA Grants WorkCenter in BFS– click "Approve/Review Forms" in the Award Closeout section.