



## Office of Grants & Contracts Administration

### 30 Day Closeout Notice

You have been directed to this notice because University records indicate that **your sponsored project will expire within 30 days**. To help plan for the project closeout accordingly, please review your project's available balance in the attached Banner Finance Report and consider the following:

- 1) **Are you submitting a No-Cost Extension?** If so please submit a [No Cost Extension Request Form](#) and submit it to [Research@uncc.edu](mailto:Research@uncc.edu) **between 45 and 60 days prior to the project end date**. Please refer to the UNCC [No Cost Extension Policy](#) for additional information.
- 2) **Are you submitting a continuation proposal, or expecting additional funding?** If so, please contact the [GCA office](#) to update the grant record.
- 3) **Are you anticipating completing your project on time?**  
If so, please review the following in anticipation of a timely closeout:

- Salary Distribution:** Process any [Release Time Requests](#) or salary distribution changes to move employees and students off the award as of the end date. Be sure to review key personnel salary allocations and/or % effort to ensure they were allocated to the project correctly.
- Open Commitments:** Submit, liquidate, or cancel any encumbrances or open Purchase Orders. Stop or redirect all re-occurring charges by the end date.
- Review of Expenses:** Review the award terms & conditions and ensure that all expenses are allowable, allocable, reasonable, and consistently treated. Any erroneous or unallowable expenses must be transferred to an unrestricted department account. Please consult the UNCC [Allowable Costs](#) policy for additional information, or contact your [GCA representative](#) with any questions.
- Subawards:** Obtain a final invoice and any other required final reports from each of the subrecipients no later than 60 days after sub-award end date to ensure timely closeout. Please consult the UNCC [Sub-Recipient Monitoring Policy](#) for additional information.
- Over-expenditures:** Overdrafts and audit disallowances on sponsored project funds are the responsibility of the Principal Investigator. The department will be notified of the overdraft and will be requested to designate a fund from which the overdraft will be covered. Outstanding balances will continue to appear on monthly e-print reports until those balances are resolved. Please consult the UNCC [Financial Award Close-Out Policy](#) for additional information.

- Participant Costs:** Ensure that all participants have received all necessary incentives/stipends/reimbursements before the end of the project period.
- Fabricated Equipment:** Verify that any Fabricated Equipment is in the correct account code #944085. This will ensure that indirect costs are not mistakenly overcharged and will prevent closeout delays.



- P-Card:** update your P-Card with any necessary changes to remove the ending grant account from your P-Card profile. If there are any outstanding P-Card expenses that may hit after the end date please let your GCA representative know. Please note **P-Card charges are not encumbered in Banner** and therefore it is the school's responsibility to inform GCA if there are any expenses that could hit after the project end date that should be captured in the financial report.
- Travel Reimbursements:** Ensure all allowable travel reimbursements have been processed.
- DLAM:** update any remaining animals/cages associated with this award or make arrangement for disposition
- Cost sharing:** Any committed cost sharing must be expended by the time the project ends. Please work with GCA to provide a final accounting of cost share.
- Program Income:** Any program income must be expended by the time the project ends. Please work with GCA on final accounting which will be reported as required in the final financial report or invoice. Please refer to the UNCC [Program Income Policy](#) for additional information.
- For **fixed price awards** that may have **residual balance**, GCA will prepare the document for transfer of such funds into the appropriate residual fund in accordance the UNCC [Residual Balance Policy](#). Please contact your [GCA representative](#) if you have any questions regarding this process.
- Final Reporting:** Please take a moment to determine what Final Reports will need to be prepared and delivered.

**Typically the following items will need your attention:**

- Final Financial Reporting:** GCA prepares and submits official financial reports and final invoices to the sponsor on behalf of the University and the PI as required by the award terms and conditions. If required by the terms of the specific award, the PI will be asked to certify the report. Please refer to the UNCC [Financial Reporting Policy](#) for additional information.
- Patent/Invention Report:** GCA will prepare and submit the Final Invention Report based on the information obtained from the Office for Technology Transfer.
- Final Technical Report:** The PI prepares and, in most cases, also submits the final technical report and any other progress reports required by the sponsor. Please contact your Signing Official to obtain institutional signature on the technical report if necessary or request assistance with submission.

If you have any questions please [contact GCA](#) or refer to the UNC Charlotte [Financial Award Close-Out Policy](#).