



Policy Chapter: Chapter 13 Research and Innovation

Policy Number and Title: 13.013 Closeouts for Sponsored Projects

I. Policy Statement

Sponsored Projects must be closed out in a timely and accurate manner. Timeliness of reporting and closing out an award is crucial to sound award management to assure full compliance with Sponsor requirements and regulations and to ensure collection of all monetary reimbursement for costs.

II. Application of Policy

This policy applies to all faculty and staff engaged in Sponsored Project activities and to all Sponsored Projects, regardless of whether funded by a federal, state, or private sponsor.

III. Policy Definitions

A. Award

“Award,” in this policy, means a grant, contract, subcontract, sub-grant, or cooperative agreement that provides funding from an external sponsor for a sponsored project and is entered into between the Sponsor and UNT.

B. Closeout

“Closeout,” in this policy, means the process of documenting and assuring the fulfillment of the terms and conditions of the Award, of certifying University compliance with applicable regulations, and making final disposition of all Award by-products, such as final vouchers, reports, patent disclosures, and property inventory. In addition, the closeout process includes the collection of outstanding accounts receivable and addressing deficit or Residual Balances.

C. Closeout End Date

“Closeout End Date,” in this policy, means the last day on which closeout reports need to be received by the Sponsor.

D. Expenditure End Date

“Expenditure End Date,” in this policy, means the last day on which expenditures can be posted to the account.

E. Deficit Balances

“Deficit Balances,” in this policy, means cumulative expenses exceeding the amount awarded by the Sponsor.

F. No-Cost Extension

“No-Cost Extension,” means the extension of the Sponsored Project End Date that usually requires advance notification to or approval from the Sponsor.

G. Principal Investigator (PI)

“Principal Investigator,” in this policy, means a single individual who, in the event of an Award from an external funding agency, will have the full and final responsibility for the conduct of the Sponsored Project as proposed and set forth in an Award.

H. Project End Date

“Project End Date,” in this policy, means the end date of the Sponsored Project as stated in the award, including extensions and modifications.

I. Residual Balances

“Residual Balances,” in this policy, means the cash or unobligated balances remaining after the Sponsored Project termination and after all appropriate expenditures have been charged against the Sponsored Project.

J. Sponsor

“Sponsor,” in this policy, means any external entity that provides funding to UNT for Sponsored Projects. Sponsors may be (i) governmental agencies (for example, federal, state, or local governments or their administrative organizations); (ii) nonprofit organizations (for example, universities, nonprofit corporations, foundations, or associations); (iii) for profit organizations (for example, corporations, partnerships, sole proprietorships, and other business entities); or (iv) individuals. Governmental, nonprofit, and for-profit sponsors are sometimes referred to by themselves and others as “agencies.”

K. Sponsored Project

“Sponsored Project,” in this policy, means a project funded by an external sponsor through a grant or contract with UNT where one or more of the following obligations apply (examples of sponsored projects include but are not limited to instruction projects, public service projects, or research projects):

1. Financial Obligation

UNT is required to comply with conditions imposed when a Sponsor awards funding for the performance of services or delivery of products described in a statement of work.

2. Regulatory Obligation

UNT is required to comply with Sponsor regulations, which may include federal or state regulations.

3. Reporting Obligation

UNT is required to provide to the Sponsor technical performance reports or regulatory

or administrative reports.

4. Performance Obligation

UNT is required to perform within a certain period and may be required to meet other specified requirements related to performance.

5. Accounting obligation

UNT is required to establish a separate accounting record of project expenditures to demonstrate allowance of costs to maintain financial accountability, to provide financial reports to the Sponsor, and to preserve appropriate records for audit purposes.

IV. Policy Responsibilities

A. Initiation of Closeout

It is the policy of UNT that the Closeout of a Sponsored Project will occur in accordance with applicable, federal, state, and local government regulations, the terms of the award, and within the timeframe required by the Sponsor.

1. Project Termination Notice

90, 60, and 30 days prior to the Project End Date, the Grants and Contracts Administration (GCA) will send a project termination notice to the Principal Investigator. The PI is to review the project termination notice and take timely action as appropriate.

2. No-Cost Extension

After receipt of the project termination notice, the PI must notify the GCA of any intent to request a No-Cost Extension. Requests for a No-Cost Extension must be coordinated by the PI and GCA.

B. Closeout Timeline

All Sponsored Project grants and contracts have end dates that require a variety of Closeout procedures. The PI, GCA, and the GCA Specialist are responsible for coordinating to meet all Sponsored Projects Closeout requirements. Closeout timelines and Expenditure End Dates may vary but the following are typical:

1. Federal

Federal regulations typically require all performance, financial, and other required reports to be submitted within 90 calendar days after completion of the Award unless a Sponsoring agency approves a longer period.

2. Federal Pass-Through

Non-federal agencies that pass through federal funds to UNT are responsible for reporting to the federal agency within the federal timeline. Therefore, UNT is

contractually obligated to complete Closeout and final reporting to the non-federal agency in a shorter timeframe. The deadlines vary from agreement to agreement, but typically the standard is 60 days.

3. State

State of Texas agencies typically allow 90-days for Closeout. However, some agencies, specific Awards, and Awards from other states may require a shorter timeline.

4. Private and Local Government

The Closeout period for agreements issued by the private sector and local government entities typically varies by Award.

C. *Principal Investigator Closeout Responsibilities*

During the Closeout process, the PI is responsible for fulfilling the following in a timely manner to meet Sponsor deadlines:

1. All appropriate expenditures are charged against the Sponsored Project by the expenditure date.
2. Review all uncertified effort charged to the Sponsored Project and submit any necessary corrections. The PI is responsible for certifying that effort during the normal effort certification cycle.
3. Sub-recipient work and payments are complete.
4. Necessary cost transfers (unallowable charges, overspent projects, etc.) have been completed.
5. Remaining encumbrances have been cleared.
6. Cost share commitments have been met.
7. Deficit balances have been cleared within the timeframe required by the Award for the final expenditure report or invoice/voucher to be created and submitted.
8. The PI should work with the GCA to provide any necessary information for completion of final reports. The PI is responsible for submitting any required technical reports. GCA is responsible for submitting financial reports and any other Sponsor required reports (for example, property report, report of inventions).

D. *Grants and Contracts Administration (GCA) Responsibilities*

During the Closeout process, GCA is responsible for fulfilling the following:

1. Finalize sub-recipient monitoring procedures.
2. Submit Closeout forms, when applicable.
3. Ensure that applicable Closeout reports are completed.

4. Submit the final expenditure report and final invoice/voucher as required by the terms of the Award.
5. Return residual balances to the Sponsor, when applicable.
6. Transfer retained Residual Balances, as appropriate.
7. Deactivate the Sponsored Project in the UNT electronic accounting system to prevent post-closing expenditures from posting.

E. Closeout Reports

Reports required at the close of a Sponsored Project vary by the type of Sponsored Project and by the Sponsor. The exact nature of the reports required and the deadlines for their submission are typically outlined in the award. Most funding agency Sponsors will require reports, such as technical reports, financial reports, and invention reports. Most federal contracts also require a property report, contractor's release form, and a contractor's assignment of refunds, rebates, and credits form. Types of reports that may be required include the following:

1. Final Technical or Progress Report

This document describes the process, progress, and/or results of technical or scientific research, or the state of a technical or scientific research problem or project. The PI is responsible for submitting the final technical or progress report to the Sponsor by the date specified in the Award, with a copy to GCA.

2. Final Invention and Patent Report

This document provides a list of inventions or new technology resulting from the project. GCA is responsible for preparing and submitting the final invention, patent, or royalty report, in coordination with UNT's Office of Innovation and Commercialization, to the Sponsor by the date specified in the Award. GCA will coordinate with the PI to obtain the information necessary to file the report. The Office of Innovation and Commercialization will verify any inventions or patents with the PI prior to completing and submitting these reports.

3. Final Financial Report

This document is the formal record of the financial activities related to the Sponsored Project and provides details about the amount spent by the PI and the amount received by the Sponsor. GCA is responsible for preparing and submitting the final financial report to the Sponsor by the date specified in the Award. GCA will coordinate with the PI to obtain the information necessary to file the report.

4. Final Invoice

This document is the claim for final payment that is due to meet expenditures. GCA is responsible for preparing and submitting the final invoice to the Sponsor by the date specified in the Award.

5. Final Inventory Report

GCA, in coordination with the UNT Office of Asset Management, is responsible for maintaining inventory records to accurately account for capital equipment purchased with federal funds. GCA will prepare, certify, and submit final property reports to the Sponsor by the date specified in the Award.

6. Other Reports

Most federal contracts require a contractor's release and a contractor's assignment of refunds, rebates, and credits form. GCA is responsible for completing and submitting these forms.

F. Residual Balances

1. Periodically, a PI will not utilize the full amount of funds awarded for a Sponsored Project. During Closeout of a Sponsored Project, GCA is responsible for returning or retaining Residual Balances in accordance with the terms and type of Award. Unless the Sponsor stipulates in the Award that UNT must return Residual Funds, unexpended funds may be retained by UNT, depending on the type of agreement.
2. Some Sponsors allow automatic carryover from year-to-year for certain projects. If a request to carry overfunds is required, then GCA is responsible for making the request in accordance with Sponsor requirements.
3. Some Sponsors allow UNT to retain Residual Balances after the Closeout of Awards. Retained Residual Balances may be transferred to designated funds for continued research or scholarly activity, subject to review and approval by the Assistant Vice President of GCA.

V. References

[Uniform Guidance 2 C.F.R. §§ 200.344 - 200.345](#)

VI. Revision History

Policy Contact:	Assoc. VP, Grants and Contracts Administration
Approved Date:	6/15/2020
Effective Date:	6/15/2020
Revisions:	4/7/2026