



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

Step 3.5: Closeouts (Stage 2)

Purpose: To communicate and document that all closeout requirements have been met

Parties Involved: Principal Investigator, Research Administrators, C&G Specialists III, C&G Accountants, administrative staff

Steps in the Process:

- C&G Specialist III will review the requirements for the closeouts, and update closeout database to reflect requirements as indicated below:
 - Cost Sharing Report
 - Disposition of Residuals
 - Final Financial Report
 - Final Invoice
 - All Payments Received
 - Property Report
 - Subcontractor Release Form
 - Final Invention/Patent Report
 - Final Technical Report
 - Effort Certification (ECRT)
 - Fixed Price contracts
 - Other

- C&G Specialist III will confirm applicable documentation has been submitted to the agency and file in Questys in the “Closeout” tab. For example:
 - **Final Invention/Patent Report**
 - C&G Specialist III will confirm with PI on patent disclosure and file paperwork if needed.
 - If any disclosures, C&G Specialist III will send required forms to the Tech Transfer Director (TTD) for completion. The C&G Specialist III will submit the form and file.
 - **Final Technical Report**
 - Depending on agency requirements for final reporting, PI or RA will submit the final technical report to the agency.
 - C&G Specialist III will obtain confirmation from the PI/Agency/Questys/RA that the report has been submitted.
 - C&G Specialist III will file confirmation/report in Questys if not already there and update database.
 - **ECRT**
 - C&G Specialist III will review the closeout database on a monthly basis for outstanding projects needing ECRT reports.

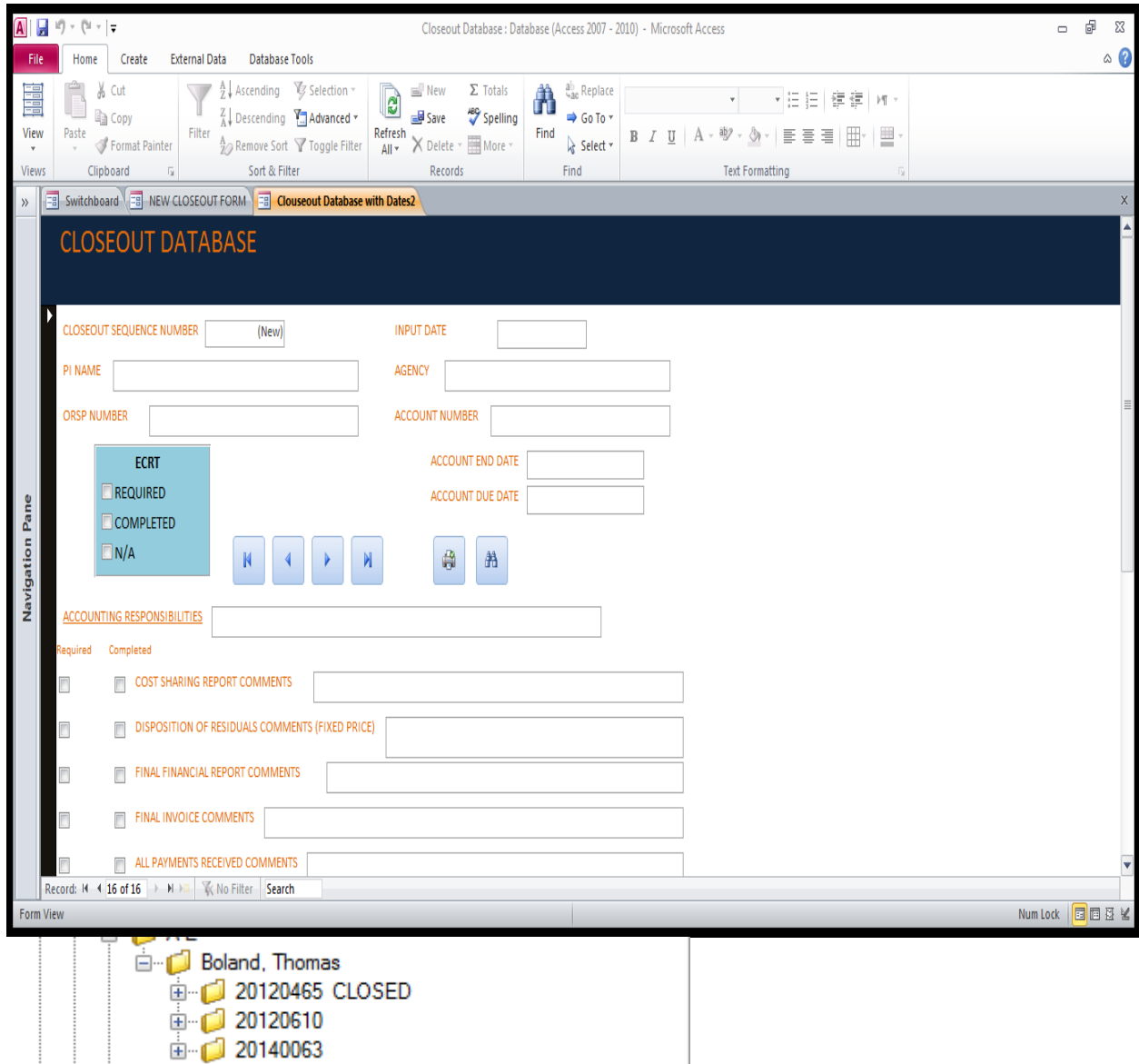


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- The Specialist will review, and file the SPES report in Questys.
- Specialist will mark the ECRT box “complete” in the closeout database.
- **Subcontract closing**
 - If a project has subrecipients/subawards, the Specialist III will prepare the **Subcontractor Release Form**
 - The Specialist III will email form to subrecipient for signature. Once the signed form is returned, the Specialist will ensure that the figures match with all payments issued and that no payments are outstanding and that a final invoice has been received.
 - If there are any outstanding payments, the Specialist III, C&G, A/P, RA and PI to resolve any outstanding issues.
 - After all outstanding issues are resolved, the signed Release Form will be filed in Questys by the Specialist III.
- **Fixed Price**
 - The Specialist will notify the RA that a “**Fixed Price Residuals**” form or “**Fixed Price Residuals -Exceptions**” form must be completed.
 - The RA will prepare the form and provide to C&G Accountant for the setup of a 26-7000 project series for the PI’s use. A copy of the final form will be filed in the closeout folder in Questys.
- **Other**
 - Any other special requirements should be listed in the closeout database for completion and filed in Questys.
- C&G Accounting is responsible for providing reports and other supporting documents (as applicable) to Specialist III to file in Questys and update closeout database. Below are a list of actions/reports:
 - **Final Financial Report**
 - **Cost Sharing**
 - **Final Invoice**
 - **Property Report**
 - **Return of Funds**
- ORSP Administrative Assistant will
 - Review database on a monthly basis for those that have been marked as partially closed
 - For those marked partially completed, the administrative assistant will verify all applicable documents are in Questys. See “Step 3.4: Closeouts, Records Retention” for full process.
 - A copy (scanned/pdf) of the closeout database checklist is filed in Questys and the account will be renamed with “Closed” following the ORSP file name



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Summary Description: To comply with all University, federal and agency award regulations for project closeouts and ensure stewardship