



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

Step 3.4: Award Review for Closeout (Stage 1)

Purpose: To identify accounts that either need to be extended or closed

Parties Involved: Principal Investigator, Research Administrators, Specialist III, C&G Accountants, Funding Agency (if applicable)

Steps in the Process:

- C&G provides a 30/60/90 spreadsheet monthly via email
 - Specialist confirms account closing with RA and or PI.
 - Specialist reviews list and confirms if the accounts are closing or extended.
 - Specialist checks NOGA, NOA and PeopleSoft to confirm dates.
- ORSP and C&G will proceed to Stage 2 for all accounts identified for closeout.

Summary Description: To be more efficient and pro-active on closeouts and no cost extensions.