

SPA'S TOP 10 LIST

NIH Grant Closeout

1. Ensure all open encumbrances are cleared within 60 days of the expiration of the grant. If any open encumbrances are not cleared at least three days prior to the report due date, the report will be submitted based on available expenditure data, which excludes open encumbrances.
2. If requesting Payroll Cost Transfers within the last 30 days of the grant and thereafter, fax a copy of the request to SPA to ensure the accurate reporting of these dollars. (FAX #935-4309)
3. Verify the budget period and salary sourcing period to ensure accurate reporting of these costs.
4. Review the grant balance and correct any deficits within 60 days of the expiration of the grant.
5. Inform SPA of any subcontract issues.
6. Inform SPA of any payments that will be processed after the 60 day departmental closeout period.
7. Review any standard posting of expenditures by either blanket order or journal and ensure the fund number is changed on the request to the new applicable fund number.
8. If budget object code 86 appears on your fund, these dollars are related to prior year unexpended balances that were excluded from expanded authorities and are unavailable without written prior approval from the agency. These balances have to be available when the Financial Status Report (FSR) is filed.
9. Carry over of any remaining balance will be completed to the continuing fund number upon receipt of an accepted FSR. If the grant is included under expanded authorities with automatic carry over authority, the remaining balance will be budgeted in 8701 (Direct) and 83 (F&A). If the grant is excluded from expanded authorities, it will be budgeted to 86 (Unavailable).
10. For additional information you can access the NIH website at <http://www.nih.gov/>