Reminders of NIH Policies Related to Closeout

Grants Administration closely, submitting required documents 30-90 days in advance of the performance end date. Departments are encouraged to review and prioritize reconciling awards that have ended and use the report that lists all financial reports due that month. These reports, including the Final Financial Report and the Final Cost Share report, should be submitted to Grants Administration for review and approval. Once approved, these reports must be submitted to NIH via the Payment Management System (PMS) where NIH funds are drawn down and will result in the receipt of the final closeout letter from NIH. Institutions are responsible for retrieving and tracking the final closeout letter and providing any required documents to NIH. If the final closeout letter is not received from NIH, it is the responsibility of the recipient to follow up with NIH to ensure that the final closeout letter has been issued. If the final closeout letter is not issued, the recipient may need to take corrective actions by department fund managers.

Grants Administration processes the Final Financial Report and Final Cost Share reports. This list was curated specifically to support financial review and analysis. Departments are encouraged to work with the Office of Contracts and Grants Administration to ensure that all required reports are submitted in a timely manner. If additional time is needed to complete the aims of the project or fulfill the closeout requirements at the end of the project period the PI should contact Grants Administration directly.

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The final financial report should reflect the amounts reported on the final closeout letter. If there are discrepancies between the final financial report and the final closeout letter, Grants Administration will work with the recipient to resolve these discrepancies. If the discrepancies cannot be resolved, Grants Administration may need to take corrective actions by department fund managers.

The final cost share report should reflect the amounts reported on the final closeout letter. If there are discrepancies between the final cost share report and the final closeout letter, Grants Administration will work with the recipient to resolve these discrepancies. If the discrepancies cannot be resolved, Grants Administration may need to take corrective actions by department fund managers.

Delegates KBA

Executive Management will review the KBA and make a decision on the adjustment to the KBA. The adjustment to the KBA may be made in one of the following forms:

- Adjustments to the KBA are made in accordance with the terms of the project or in accordance with the terms of the NIH and/or University Policies.
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