

Project Closeout

The Office of Sponsored Programs is required to submit final administrative materials (invoice, fiscal and patent reports, etc.) within the 'standard' 90 days after the end date of the award. The time frame may change if a sponsor has other requirements.

60-90 days before a project ends, the sponsored program officer contacts the PI with a list of steps that need to be completed to ensure orderly project close-out. PI responsibilities include:

- ensuring that all personnel are moved to another project or a department fund at project end
- ensuring all required cost sharing is documented
- reviewing outstanding commitments and informing OSP Purchasing (using the PI Portal email) of those that can be relieved
- reminding subcontractors that a final invoice must be submitted within 45 days of the subcontract end date
- ensuring that all project costs are incurred by the project end date
- resolving any potential project over expenditures
- completing final technical report or other project deliverables
- settling cash advances, including final invoices and the return of unspent cash
- Department Chairs are informed if there is likely to be significant project over-expenditure.

Costs will continue to post to the project for up to 60 days after the end date e.g., final month's payroll, payments for orders placed close to the end date, etc. During this time, the PI and department can also make any cost transfers necessary to correct errors or reduce over expenditures.

For cost reimbursable projects, 60 days after the end date, the project will be closed to further activity and OSP Fiscal Services will prepare the final invoice to the sponsor, as well as any required fiscal and administrative reports (e.g., patent and property reports).

More information available at: <https://osp.osu.edu/administration/closeout/>