### **GRANT CLOSE OUT**

Closeout of a grant or other agreement is the process by which the sponsoring agency determines that all applicable administrative actions and required work of the agreement have been completed by the University and the sponsoring agency. The date of completion is the date on which all work under grants and other agreements is completed or the date on the award document, or any supplement or amendment thereto, on which sponsorship ends. Each grant shall be closed out as promptly as is feasible after expiration or termination. Finishing a grant project is just as important as starting one. In many cases, the way in which close out procedures are handled, such as timely submission of final reports and the quality of these reports, can have a direct impact on chances for future funding. As the ending date approaches, the SRP, Contracts and Grants and the Principal Investigator (PI) ensure that all agency-specific and university requirements have been met and all necessary records are in the file for each project. There are several areas of management that need particular attention at the close of a sponsored project:

1. Budget: Make sure final budget revisions are on file; you must notify the staff and other appropriate personnel that the grant account number has now expired and should not be used after the grant period has ended.
2. Personnel: Separation paperwork must be completed for all staff. This process is completed by properly completing and processing the [Personnel Action Forms](http://www.clayton.edu/human-resources/forms/all) (PAF) and routing through the appropriate signatory process including supervisor, department head, dean, vice president for external affairs and vice president for academic affairs.
3. Purchasing Activities: All requisitions, request for travel and other financial-based requests should be forwarded to the Procurement office thirty days before the grant date ends. All encumbrances should be cleared from the account.
4. Grant Files: All files should be reviewed for grant documents, personnel records, purchase orders and requisitions, and bud- get records. Also, make sure final reports have been submitted to the funding agency, and that copies are retained in the grant file.
5. Storage: Finally, the PI is required to arrange for the storage of grant files via the Capital Asset Management/Property Control office and inform the SRP office where the records are stored. (See 4.1.3 University Records Retention Policy)

More in-depth information on grant writing can be found in the following links. For assistance in the development of your proposal, contact Ceimone Strickland at [Chendersonstrick@clayton.edu](mailto:Chendersonstrick@clayton.edu) and Felicia Jester at Feliciajester@clayton.edu