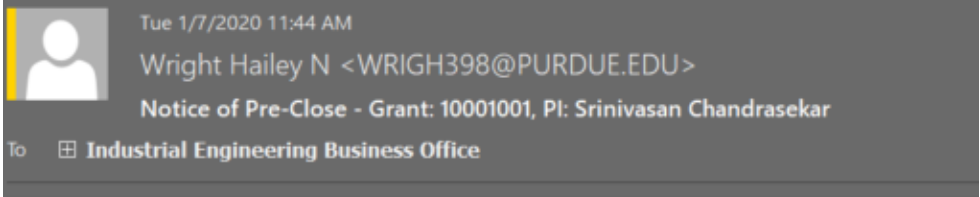
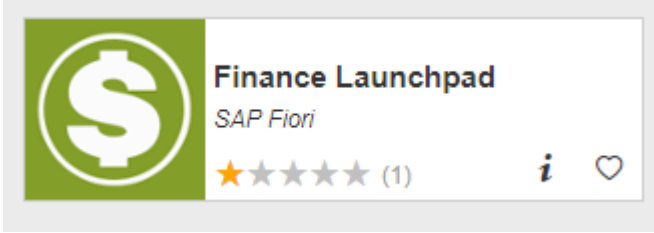


This job aid describes information regarding the closing of sponsored projects. This document can be referenced to understand the tasks involved with closing accounts successfully.

Notice of Pre-Close	
<p>Pre-Close Notification</p>	<p>Sponsored Program Services will send a pre-close notification to the business office of the responsible cost center for the grant approximately 120 days prior to the expiration date of the grant. These notifications will look similar to the email below:</p> <div data-bbox="537 527 1511 722" style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;">  </div> <p>Grant Number: 10001001</p> <p>The subject grant is set to expire on 03/31/2020. If additional funding is expected, or an extension is needed, please review and take appropriate action. Otherwise, please review sponsor expenditures and cost share, if applicable and prepare the project for closeout.</p> <p>Note: This email has only been sent to the Business office of the Grant RCC. Please forward this email to any other Business Office that still has an active sponsored program on this grant.</p> <p>Please contact me if you have any questions.</p> <p>As stated in the Notice of Pre-Close, begin discussions with your PI to determine if a No Cost Extension is needed, additional funding is expected, or if preparing for closeout is the next step.</p> <p>Once it has been determined the Grant is ready to close then continue with the following steps:</p>
Checking Basic Data	
<p>SAP</p>	<ol style="list-style-type: none"> Log into SAP Fiori by visiting https://one.purdue.edu/ and searching for "Fiori" <div data-bbox="537 1675 1187 1906" style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;">  </div>

2. Enter the transaction code *GMGRANTD* into the search box. This T-Code is where you will verify all basic data for your grant.



SAP Easy Access - User menu

General DataTab

Basic Data:

- Grant Type
- Company Code
- Sponsor
- Award Type
- Responsible Cost Center (RCC)

The main screen that pulls up when you search for your grant number in the *GMGRANTD* T-Code is where you can validate all basic information. If anything is incorrect, reach out to your SPS Post Award contact for assistance.

Grant 10001001

Deletion Indicator: Award: Pre-Close:

General Data | Reference | Responsibilities | Posting | Budget | Billing | Dim

Basic Data		
Grant Type	FS	Fed - Natl. Science Foundation
Company Code	PUR	PURDUE UNIVERSITY
Sponsor	402725	National Science Foundation
Award Type	GRT	Grant
Coeus Number	16033686	
Responsible Cost Center	1408000000	Industrial Engineering
Business Area	4014	College of Engineering
Prime Sponsor		
Sub Agency Code		

Description:

- Title
- ECC Number (Previous Grant Numbers)

Name: [Redacted]

Description: [Redacted]

Title: Direct In Situ Analysis of Surface Flow Fields in Deformation Processing of Lightweight Structural Metals

ECC Grant Number: 108308

Notes: [Redacted]















Additional Grant Data | View Documents in WebNow

Grant Validity

Valid from Date and **Valid to Date** fields: represent the time in which expenditures are allowed on the project/the project period of the grant.

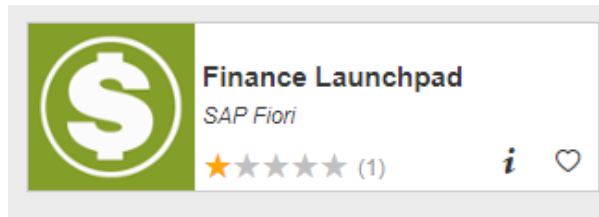
	<table border="1"> <tr> <td colspan="2">Grant Validity</td> </tr> <tr> <td>Valid from Date</td> <td>04/15/2016</td> </tr> <tr> <td>Valid to Date</td> <td>03/31/2020</td> </tr> </table>	Grant Validity		Valid from Date	04/15/2016	Valid to Date	03/31/2020
Grant Validity							
Valid from Date	04/15/2016						
Valid to Date	03/31/2020						
PI Discussions							
<p>Equipment</p>	<p>Begin having discussions with your PI in regards to any capital equipment purchased or made with the grant you are preparing to closeout. Some points to consider are below:</p> <ul style="list-style-type: none"> • Do you have capital fabricated equipment? <ul style="list-style-type: none"> ○ Verify that all charges related to the building of the equipment have been charged with the Capital Fabrication GL Code, 523120 ○ Complete the “Change Asset” form found in your SAP Fiori under the “Property Accounting Forms” tile <ul style="list-style-type: none"> ▪ more information can be found at https://www.purdue.edu/business/mas/property/propacct/forms.php • Who owns the equipment – the sponsor or Purdue? <ul style="list-style-type: none"> ○ If Sponsor owns equipment – do we need to arrange to send the equipment back? ○ If we are keeping the equipment, we will need a letter from the sponsor to confirm • Check award and contract documents for language in regards to ownership or equipment clauses • Email Property Accounting at propacct@purdue.edu for a list of capital assets owned <ul style="list-style-type: none"> ○ Visit https://www.purdue.edu/business/mas/property/capasset/index.php for more information about requesting capital equipment lists 						
<p>Intellectual Property – IP</p> <ul style="list-style-type: none"> • IP: when your PI comes up with an idea or program • Usually no action needed by the account manager; an account will be set up 	<p>If you have IP on your grant, please have discussions with your PI on next steps.</p> <ul style="list-style-type: none"> • Read and understand the Purdue IP Policy https://www.purdue.edu/policies/academic-research-affairs/ia1.html • Note: All IP fees will need to be collected and distributed to the appropriate parties before an award can be relinquished <p>SPS Contracting Site contains more information and resources in regards to IP</p> <ul style="list-style-type: none"> • https://www.purdue.edu/research/regulatory-affairs/intellectual-property.php 						

<p>within the grant holding the “IP Fees”</p>	<p>Contact for IP disbursements:</p> <ul style="list-style-type: none"> • Post Award Non-Federal Team / spindnfp@purdue.edu / 765-494-1055
<p>Purchases</p>	<ul style="list-style-type: none"> • Scrub your grant transactions to verify allowability and allocability. • Remind your PI that purchases made in the last 90 days are heavily scrutinized and may be questioned. If last minute purchases are needed, it is best to have documentation gathered in your grant file if questioned on allowability of these purchases.
<p>Demurrage</p>	<p>These are charges that will charge to your account automatically every month unless you fill out Form 120. This will discontinue the charges from applying to your grant post term. The link for this form is: https://www.purdue.edu/materials/documents/form_120.xlsx</p>
<p>Remaining Balances: Funds Leftover</p> <ul style="list-style-type: none"> • Goal: to have your grant be at a \$0 balance by expiration: this should be aligned with your projections 	<p>Depending on the type of grant, having leftover funds can mean a few things:</p> <ul style="list-style-type: none"> • If your grant is a Fixed Price Contract, please see the last section of this report labeled “Miscellaneous Items to Consider • Tips and Tricks: <ul style="list-style-type: none"> ○ Use cost distribution within the project period for students or faculty that are working towards the benefit of your project to get your balance as close to \$0 as possible ○ Any remaining funds after expiration will be returned to the sponsor ○ NOTE: If your grant has foreign currency, this can affect your ending balance. Make sure to work with SPS to get a clean balance.
<p>Remaining Balances: Overdrafts</p>	<p>Overdrafts on accounts and grants will be required to be cleared prior to final closeout of a grant. In the closeout preparation that begins 90-120 days prior to expiration, please begin preparing projections for your PI to avoid overdrafts.</p> <p>If there are overdrafts on the account, update cost distribution, move allowable S&E charges through Pre-Audit documents as needed, and/or prepare Revised PARs, etc.</p>
<p>Cost Sharing</p>	
<p>Grant File – Form 32s</p>	<p>Cost Sharing: The University contribution to the costs of the project. The cost share requirement is typically a certain ratio or percentage of the overall project costs</p> <ul style="list-style-type: none"> • Example: for every \$1 spent, the University matches with \$1 for a 1:1 cost sharing ratio match

	<p>If your grant has cost sharing access your grant file that was built when opening your sponsored project and access the Form 32s associated with the grant you are preparing for closeout</p> <ul style="list-style-type: none">  Budget Justification 10/15/2019 8:47 AM  Budget_Summary_by_Period 10/15/2019 8:44 AM  Budget_Total 10/15/2019 8:45 AM  Cost Share 16100098 - IE 11/6/2019 8:23 AM  Cost Share 16100098 - Memo Match Consultant 11/6/2019 8:24 AM  Cost_Share_Budget_Template - COE 12/9/2019 2:04 PM  Cost_Share_Budget_Template - EVPRP 12/9/2019 2:02 PM  Cost_Share_COE 10/15/2019 8:48 AM  Cost_Sharing_Summary_by_Period 10/15/2019 8:46 AM  Form 32 EVPRP 10/15/2019 8:47 AM  Form 32 IE and Memo Match-HOWI 10/15/2019 8:46 AM  Form 32 IE -HOWI 10/22/2019 12:56 PM  Memo Match HOWI need invoice from Mel Fut... 10/22/2019 12:57 PM  Narrative 10/15/2019 8:47 AM <p>*For instructions on how to pull Form 32s from COEUS if your grant file is incomplete, please see the SPS Account Openings QRG, pages 2-11</p>
<p>Cost Share – Account Analysis</p>	<p>Review your accounts in the grant you are preparing for closing.</p> <ul style="list-style-type: none"> • Understand the cost sharing match or ratio in regards to your grant <ul style="list-style-type: none"> ○ For example, check if your cost sharing expenditures + unrecovered F&A on these expenditures=required cost share match • Is there a positive cost sharing balance in your account(s) that will not be spent out? <ul style="list-style-type: none"> ○ Please see the next step: “Cost Share – Funds Leftover in Account(s) • Is there a negative cost sharing balance in your account(s)? <ul style="list-style-type: none"> ○ This will require 2 options: <ul style="list-style-type: none"> ▪ backing off enough cost shared salary/fringes and/or cost shared S&E charges in order to zero out the cost sharing account(s) for closing ▪ If a very small amount is overdrafted and payroll corrections cannot be easily made for allowable charges, contact the business manager of the area of the cost sharing to see if budget can be increased for the overdraft amount
<p>Cost Share – Funds Leftover in Account(s)</p>	<p>Contact SPS to determine if the budget can be reduced. If there is a committed cost share that is not expended in full, a review is needed by SPS and sometimes an approval from the sponsor is needed as well in order to reduce the cost share commitment (SPS would obtain this approval). If cost share commitment is firm, expenditures will need moved from the sponsor funds to the cost share dollars in order to meet the cost share requirement.</p>

If match has been met or approval granted to reduce the commitment, review the Form 32s saved to your grant file for source accounts listed. If no source account is listed via GMGRANTD (see below for instructions), contact the business manager of the responsible cost center responsible for the cost share for a source account number.

1. Log into SAP Fiori by visiting <https://one.purdue.edu/> and searching for "Fiori"



2. Enter the transaction code *GMGRANTD* into the search box



3. Enter in your grant number and hit enter.

Grant

◆ Deletion Indicator OO ■ Award OO ■ Approved Award

General Data Reference Responsibilities Posting Budget Billing Dimensions

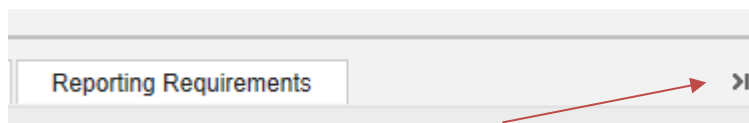
Basic Data

Grant Type	<input type="text" value="FI"/>	Fed - Dept. of Transportation
Company Code	<input type="text" value="PUR"/>	PURDUE UNIVERSITY
Sponsor	<input type="text" value="401321"/>	Federal Aviation Administration
Award Type	<input type="text" value="CAG"/>	Cooperative Agreement
Coeus Number	<input type="text" value="19100939"/>	
Responsible Cost Center	<input type="text" value="1408000000"/>	Industrial Engineering
Business Area	<input type="text" value="4014"/>	College of Engineering
Prime Sponsor	<input type="text"/>	
Sub Agency Code	<input type="text"/>	

Description

Name	<input type="text"/>
Description	<input type="text"/>
Title	<input type="text" value="PEGASAS: Helicopter Operations Weather Information - Project 34"/>
ECC Grant Number	<input type="text"/>
Notes	<input type="text"/>

4. Click the "Additional Grant Data" tab and then click the arrow button until you see the "Cost Share Budget" tab



5. "The Cost Share Budget" tab should list out the source accounts for the sponsored program where budget was initially pulled

Sponsored Program	Fund	Cost Center / Fund Center	Order	WBS Element	Sponsored Class	Amount
F9000218802274	2101...		3200005092		78230	3.4
F9000218802274	2101...		3200010237		78230	3.4
F9000218802274	2101...		3200005092		78270	1.9
F9000218802274	2101...		3200005092		78280	2
F9000218802274	2101...		3200010237		78270	1.9

Once a source account is found:

Create a Cost Share Budget Template to return the cost share funds:

Visit <https://www.purdue.edu/business/sps/> and click "SAP Budget Templates"

Sponsored Program Services

SPS is a collaboration between the Treasurer/Chief Financial Officer and Executive Vice President for Research and Partnerships. Responsibilities include: Proposals, Award Management, Contract Negotiation, Research Administration, Quality Assurance, Regulatory Compliance, Agricultural and International Programs, Data and Support Services.

Headlines

[SPS Awarded Golden Stopwatch Award](#)

["Updated" Current and Pending/Other Support](#)

[FY2018 Federal Awards Single Audit and Financial Report](#)

[SAP Budget Templates](#)

[Research.gov Resources](#)

[Archived News](#)

Click the "GM Cost Share Budget Template/Form 32" link to download a template

SAP Budget Templates

[GM Sponsor Budget Template](#)

[GM Cost Share Budget Template/Form 32](#)

[GM Sponsor Budget Template Tips](#)

Fill out the top orange section by following the original Form 32 from COEUS.

Cost Share Method	_____	Cost Share Type	_____
Dept Name (Source)	_____	Agency / Sponsor	_____
PI	_____	Proposal Development #	_____
Project Period	_____	Approved By (Signature)	_____
Title	_____	Approved By (Typed/Printed)	_____
Yr 1 Proj Period	Start: _____ End: _____	SPS Memo Match Approval	_____

Fill in the Responsible Cost center & fund of the account, the title of the WBSE account you are returning the cost sharing funds from, the Co-PI of the account, and their Person ID #

<small>For Department Use (This information is for account setup only, not source)</small>		Fund:	_____
Responsible Cost Center:	_____	Co-PI Name:	_____
WBSE Description:	_____	Person ID #:	_____

Fill in the green section with your grant number that you are preparing for closing and the WBSE in the "Grant Sponsored Program" section

<small>For Post Award Use</small>	Grant number _____	Grant Sponsored Program _____
<small>This form will be used for the Cost Share Budget Upload Template</small>		Sponsored Program Fund _____

Fill in the amount(s) you are wishing to return to the responsible cost center the cost sharing came from. Be sure to put the numbers in the corresponding sponsored class and show a negative dollar amount so SPS knows you are returning the cost sharing dollars.

Project Period Commitment		Project Period	Year 1
Budget Category	Department Source (WBSE or Order)	Sponsored Class	
Professional	320000XXXX	78210	-55.25
Post Docs		78215	
Grads		78230	
Clerical		78240	
Service & undergrads		78250	
Temporary Staff		78255	
Stipend		78260	
Fee Remits		78270	
Fringes	320000XXXX	78280	-15.47
Consultants		78410	
Computer Services		78415	
Communications		78420	

Save this template to your grant file for future reference. Repeat the process for any additional accounts that need cost sharing dollars returned to their source account.

Have a Research Specialist or Business Manager review template.

Email the completed template to your SPS Post Award specialist or SPS Post award email that corresponds to the sponsor of your grant.

Reports to Run

QTR Report

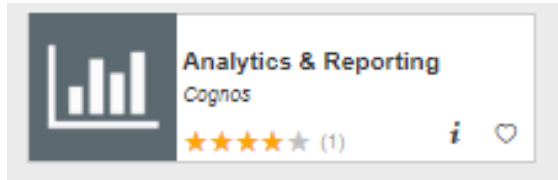
Run a QTR Report on the grant you are preparing for closing. SPS also runs this report, but is beneficial if you are prepared with documentation if charges are allowable, or, can work on removing charges if unallowable.

- QTR: Questionable transaction Report
- Built around generally unallowable and high risk GL codes on sponsored programs
- Validate charges on the report, some may be allowable

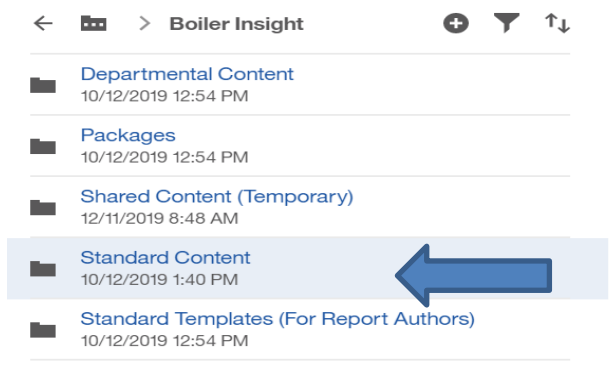
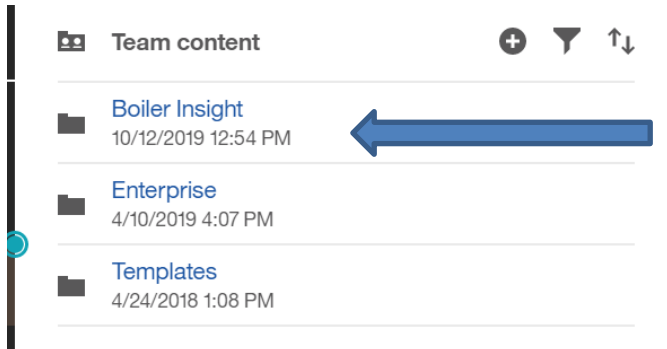
The below link is to the SPS website for GL codes that the QTR will be running off of:

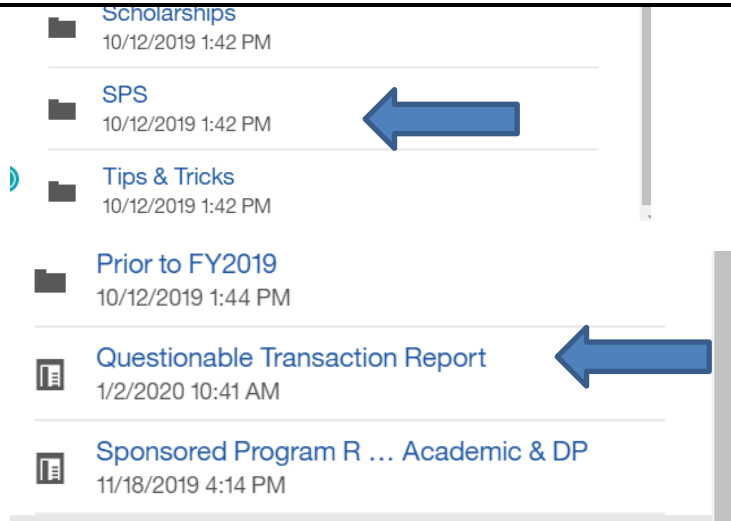
- https://www.purdue.edu/business/sps/pdf/QTR_Commitment_Item_Listing.pdf

1. Log on to Cognos through <https://one.purdue.edu/>



2. Follow the path: Team Content - Boiler Insight - Standard Content – SPS – Questionable Transaction Report





- Run the report on the “Earliest Date” to the “Latest Date” on the “Posting Date Range” prompt

Select One of Date Prompts (Required)

Posting Date Range

From:

[Date Picker] Earliest date

To:

[Date Picker] Latest date

OR

- Enter your grant number into the “Grant Prompts” field and click submit

Time Prompts | **Grant Prompts** | Sponsored Program Prompts | Type of Transaction Prompts

Grant (Optional)
(Example Old Grant Number 00106937 and New Grant Number 15200060)
Enter for BOTH old Grant and converted Grant for ALL Transactions for the Life Cycle of the Grant Project.

Insert ➔

Remove ⬅

Choices:

10001001

[Select all](#) [Deselect all](#)

Grant Responsible Cost Cent
(Example: 1208000000 - ADI)
Search for BOTH old Grant Cycle of the Grant Project.

Keywords:
Type one or more keywords separated by sps

Options ▾

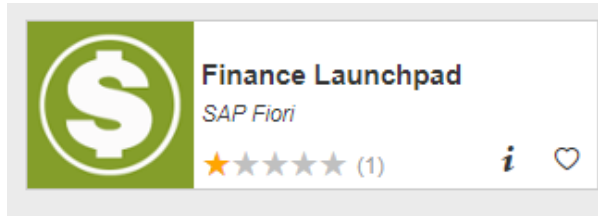
Results:

- The QTR will report any transaction made on the grant that deemed questionable and will need to be reviewed for allowability by the account manager.

Run a FSSR Report

- **FSSR: Project Financial Report**
- **This is the University's official financial record of the grant**

1. Log into SAP Fiori by visiting <https://one.purdue.edu/> and searching for "Fiori"



2. Enter the transaction code **Z_FSSR_PROJFIN** into the search box
 - **FMRP_RFFMEP1AX - All Postings**
 - **Z_FSSR_PROJFIN - FSSR - Project Financial Report**
 - **7ET FSSR MNTM V TRMS - FSSR Monthly Transaction**
3. Enter your grant number in the "Report Criteria", click the "Both Views" option and click the green check icon.

4. This report shows you budget, expenditures to date, open commitments, and your available balance to date. If you scroll to the bottom of the report, you can see payments we have received from the sponsor. SPS will be unable to close the grant until the sponsor has paid all invoices.

Sponsor Income	6,206.94
Sponsor Accounts Receivable	0.00
Sponsor Payments	6,206.94
Unearned Revenue	0.00
Sponsor Income less Expenses	5,155.62-

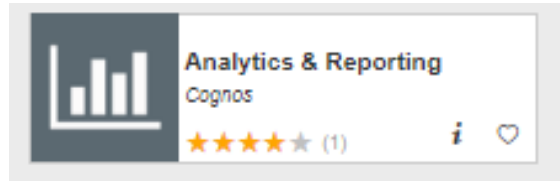
Cost Distribution Report

Run a Cost Distribution report on the accounts within your grant that you are preparing for closing. Although the report is unable to return cost distributions keyed to 12/31/9999 on a grant and can only be run by *account*, it is still useful

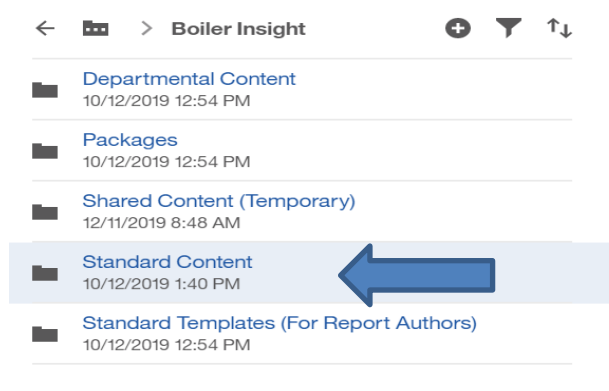
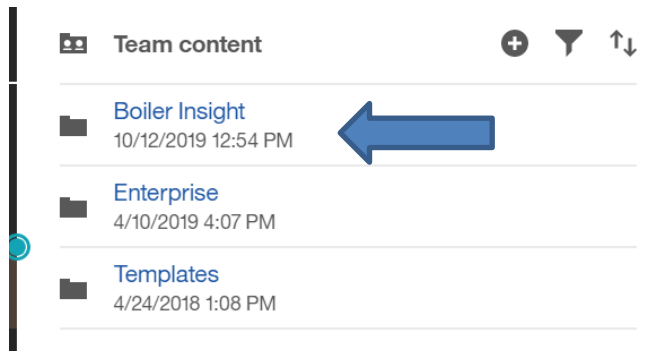
to verify all faculty/staff/students are moved off the grant by the expiration date in order to avoid unallowable salary charges.

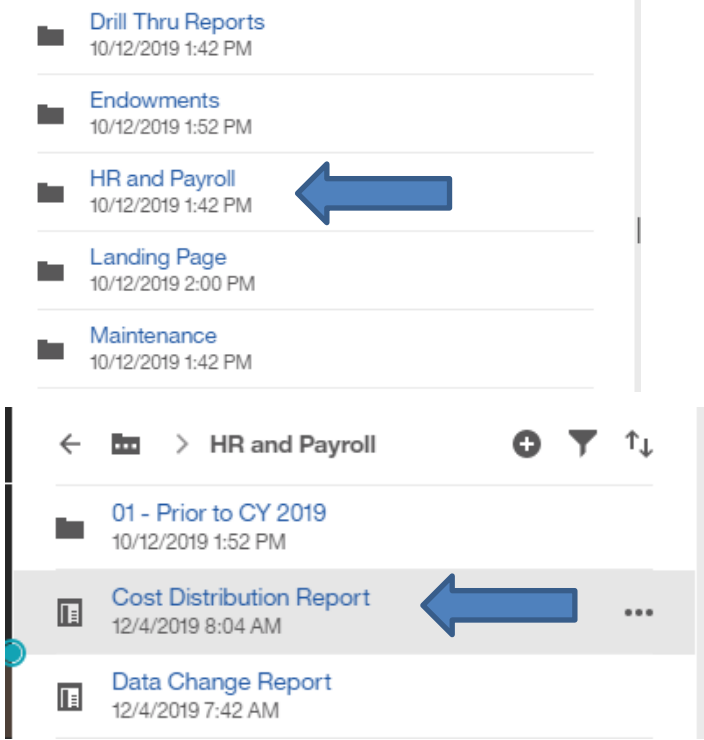
Best Practice: Change the entry through 12/31/9999 to the general fund to the area the employee is employed through

1. Log on to Cognos through <https://one.purdue.edu/>



2. Follow the path: Team Content - Boiler Insight - Standard Content – HR & Payroll – Cost Distribution Report





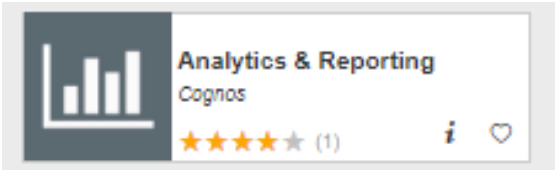

3. Select which output you would like the report to run in:

Select Report:

- Cost Distribution List without Account Balance
- Cost Distribution Verification with Account Balance
- EXCEL - Cost Distribution List without Account Balance

4. Enter the account(s) you would like to run the cost distribution report on

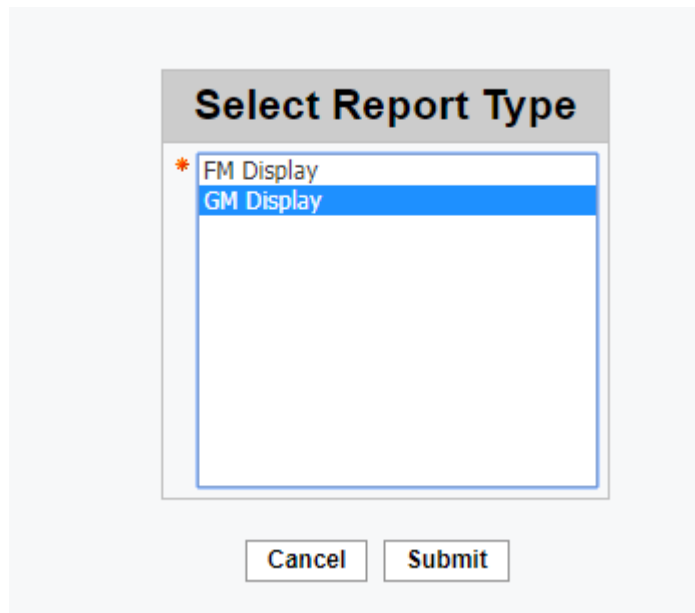
	<p style="text-align: right;"> Fund and EE Class Prompts Funds Center Prompts Funded Program Prompts </p> <hr/> <p>Funded Program (Optional) (Example: F.90029283.03.002 or 3200001252)</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p><input type="text" value="F.90028456.02.005"/> <input type="button" value="Search"/></p> <p>Options ▾</p> <p>Results:</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>F.90028456.02.005 - S.Chandrasekar-Direct-55% F&A</p> </div> <div style="flex: 0.5; text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Remove"/> </div> <div style="flex: 1;"> <p>Choice:</p> <p>F.90028456.02.005 - S.Chandrasekar</p> </div> </div> <p style="text-align: center; font-size: small;"> Select all Deselect all </p> <p>5. Report will return any employees with cost distributions still keyed to the accounts through the date range selected</p>
--	---

<p>Outstanding PO/Commitments Report</p>	<p>Run this report on the grant you are preparing to close out. This report returns information about any “open commitments” still listed on your accounts that may need reconciled or additional information requested to make sure the item posts if it is allowable to your accounts.</p> <ol style="list-style-type: none"> Log on to Cognos through https://one.purdue.edu/ <div style="text-align: center; border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <ol style="list-style-type: none"> Follow the path: Team Content - Boiler Insight - Standard Content – Procurement – Outstanding PO/Commitments 
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The screenshot displays a mobile application interface with three distinct sections, each showing a list of items. Blue arrows highlight specific items in each section:

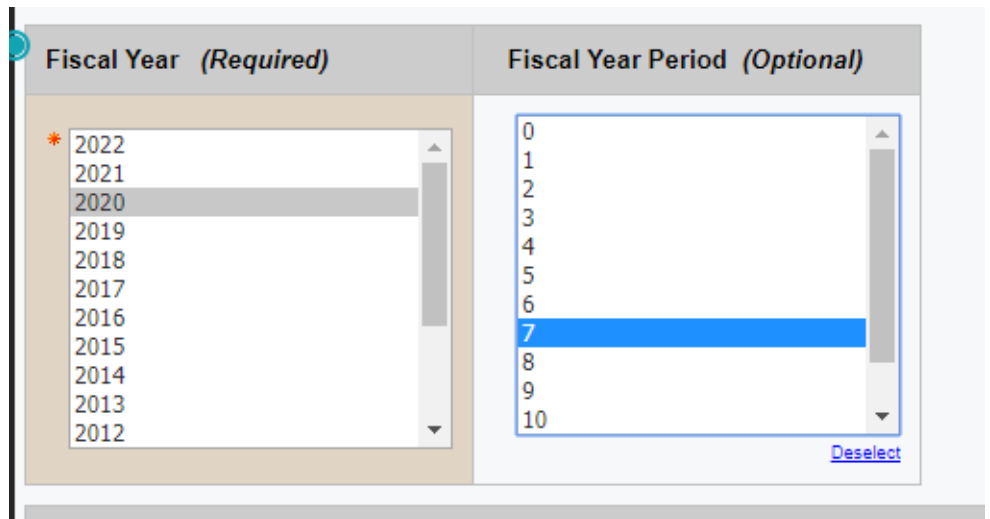
- Top Section:** Titled "Team content". It lists:
 - Boiler Insight** (10/12/2019 12:54 PM) - highlighted with a blue arrow.
 - Enterprise** (4/10/2019 4:07 PM)
 - Templates** (4/24/2018 1:08 PM)
- Middle Section:** Titled "Boiler Insight". It lists:
 - Departmental Content** (10/12/2019 12:54 PM)
 - Packages** (10/12/2019 12:54 PM)
 - Shared Content (Temporary)** (12/11/2019 8:48 AM)
 - Standard Content** (10/12/2019 1:40 PM) - highlighted with a blue arrow.
 - Standard Templates (For Report Authors)** (10/12/2019 12:54 PM)
 - 10/12/2019 1:42 PM** (separator)
 - Metadata** (10/12/2019 1:42 PM)
 - Procurement** (10/12/2019 1:42 PM) - highlighted with a blue arrow.
 - Recharges** (10/12/2019 1:42 PM)
 - Scheduled Versions** (11/11/2019 12:10 PM)
 - Scholarships**
- Bottom Section:** Titled "Procurement". It lists:
 - Outstanding PO / Commitments Report** (12/4/2019 8:33 AM) - highlighted with a blue arrow.
 - Spend by Vendor by Fund Center** (12/3/2019 8:36 PM)

3. Choose the "GM" option on the next prompt which stands for "Grant Management"



The screenshot shows a dialog box titled "Select Report Type". It contains a list with two items: "FM Display" and "GM Display". The "GM Display" item is highlighted in blue. Below the list are two buttons: "Cancel" and "Submit".

4. Choose the current fiscal year and period that you are currently in to see a list of any outstanding commitments on your grant or account(s).



The screenshot shows two side-by-side selection boxes. The left box is titled "Fiscal Year (Required)" and contains a list of years from 2012 to 2022. The year 2020 is highlighted in grey. The right box is titled "Fiscal Year Period (Optional)" and contains a list of numbers from 0 to 10. The number 7 is highlighted in blue. A "Deselect" link is visible at the bottom right of the right box.

5. Enter your grant number and submit the report

Grant Number (Optional)
Example 19100045



Keywords:



Type one or more keywords separated by spaces.

10001001 Search 

Options 

Results:

10001001 


Insert 
Remove 

Choice:

10001001

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

- If the outstanding commitment(s) that are returned have been sitting there for longer than a few weeks, reach out to your procurement center to see if there is anything slowing an approval process to move the charge to the posted expenses

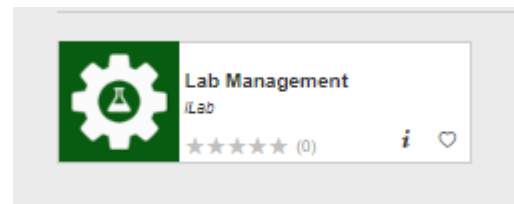
Miscellaneous Items to Consider

iLabs (if applicable)

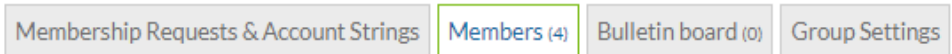
- iLabs:** system used for recharge centers
- Recharge Center:** facility usage and equipment used communally split out by a rate

Access in iLabs needs to be restricted to accounts on your grant that you are in the process of closing out.

- Login to iLabs via <https://one.purdue.edu/> with your BoilerKey



- Choose the 3 dash menu in the upper left hand corner and Manage Groups – My Departments – Choose the department you need to update
- Click the PI’s lab that corresponds to the PI of your grant
- Choose the “Membership Requests and & Account Strings” tab



- Uncheck the boxes that correspond to the grant you are preparing for closeout for the students and PIs to avoid post-term charges that will need to be removed.

<p>Residual Transfers (if applicable)</p>	<p>Fixed Price Contracts that are allowed to have residual transfers can be referenced on the SPS website at the following link: https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/i4.html</p> <p>After the grant is completely closed and all deliverables met by the PI and Co-PIs on the grant, supply your SPS Post Award employee with a residual transfer form. This form is to the PI and Co-PI's Industrial Residual Accounts, or otherwise known as their Discretionary NFB accounts.</p> <p>The residual transfer form can be found at the below link as well as the thresholds of leftover balances</p> <p>https://www.purdue.edu/business/sps/pdf/uftrtr.pdf</p>
<p>Demurrage – Form 120 Link (if applicable)</p>	<p>https://www.purdue.edu/materials/documents/form_120.xlsx</p> <ul style="list-style-type: none"> • The Form 120 is used to stop demurrage charges from charging your accounts • Fill out the spreadsheet per the instructions on the document and email a scanned copy to MMADBilling@purdue.edu
<p>Demurrage SharePoint Link (if applicable)</p>	<p>https://sp2013.itap.purdue.edu/businessservices/procure/procuretopay/default.aspx</p> <ul style="list-style-type: none"> • Login with both your Boiler Key and then by your regular Purdue user ID • Click on the “Demurrage” link on the right side of the page • This link lists Demurrage charges through the labeled date range
<p>Subcontracts</p>	<p>If WE are the sub:</p> <ul style="list-style-type: none"> • Account needs closed and final invoice turned into the sponsor <u>within 60 days or sooner</u> of project period end date. <p>If we HAVE subs:</p> <ul style="list-style-type: none"> • We have <u>90 Days</u> to close out the account/grant for Federal awards • SPS will follow up with the subcontracts to get their financial invoice. <ul style="list-style-type: none"> ○ SPS monitors invoices received and follow up for any missing months • If they have not used all of their funds, we will need to absorb their leftover balance and discuss with the PI on the plan of how to use the remainder of the funds
<p>Closing Email</p>	<p>Once the grant has expired, SPS will send you an email with any outstanding questions that may need resolved. Please see an example below:</p>

From: Gordon, Laura B
Sent: Wednesday, April 24, 2019 3:10 PM
To: bmebo@purdue.edu
Subject: Closing - Grant 40002353 - PI: Schoenlein, William

Hello!

We are in the process of closing grant 40002353.

Have all charges processed to the account? Is the account ready to close?

Please have the PI verify the accuracy of any charges not previously certified (i.e. salary where the effort has not been certified on a PAR).

Please respond in order to allow sufficient time to complete the closing process.

- *Please review attached report and confirm all charges are allowable*
- *Last 60 days – Please confirm all Salaries, Fringe and S&E are allowable and grant relevant*
- *Post Expiration – Please confirm all Salaries, Fringe and S&E are allowable and occurred during valid grant dates*
- *Please provide residual account number*

Your assistance in this is greatly appreciated!

Thank you,

Once you have confirmed that the grant is ready for closing, you will respond back to the email with your confirmation. SPS will reduce the budget and send the final invoice to the sponsor.

- If there are any pending charges to post or to be removed, please let SPS know
 - Include an estimate broked down by budget category so that any final invoices and/or financial reports can be sent to the sponsor by the deadline

Getting accounts closed in a timely matter is incredibly important. It affects the invoices being returned to the sponsor and staying within the federal laws.