

## Timeline for Closing Out a Terminated Federal Grant with 90-Day Close-Out Requirement

### Introduction

The following is intended to serve as general guidance for closing out a terminated federal grant. Specific terms and conditions in notices of award or agency guidelines supersede this guidance.

It is important to understand that while the sponsor may provide 90 days for the closeout of the award, closeout should occur as expeditiously as possible based on the necessary activities to support patient safety (if applicable) and orderly closeout of the project. As with a normal closeout, this period also includes the full administrative closeout of the award, including the final drawdown of the funds. Thus, expenditures need to stop in advance to allow all of this to occur.

Ensuring that all financial, administrative, and reporting requirements are met is crucial for compliance with federal regulations. Below is a general timeline. Each award and situation is unique, so adjustments might be appropriate in some cases. ***Any exceptions to the timeline below must be discussed with SRA and departmental administrators.***

### Step 1: Immediate Actions

- The Office of the Vice President for Research will schedule a meeting to discuss the considerations required following the termination of the award and respond to any questions.
- Notify all stakeholders: Inform all relevant parties, including project personnel, partners, and subrecipients, about the grant termination.
  - If project personnel do not have alternative funding following the closeout, a follow-up meeting with HR will be scheduled to discuss specific employee impacts and the next steps.
- Develop a plan for the final activities required to close out the award in an orderly manner. During this closedown period, only expenditures related to these activities will be allowable. Notify subawardees, if any, to close down their efforts as soon as possible, but no later than approximately 30 days, as their final invoice will be due to FSU in 45-60 days.

**Note:** *Sponsors are reviewing and questioning costs, so it is imperative that only costs absolutely necessary for the closeout of the award, as allowed by the sponsor's notification, are considered.*

### Step 2: Final Expenditures (within 30 days of termination)

- Salaries to FSU personnel should end no later than 30 days after the termination.
- Final sub-award invoices are due to FSU.

### Step 3: Financial Reconciliation (within 60 days of termination)

- Finalize expenditures: Ensure all allowable costs have been recorded, including final payments to subawardees.

### Step 4: Final Report Completion (within 60 days of termination)

- All expenditures are reconciled and confirmed by department administration and SRA.

- SRA prepares and submits the final financial report detailing all expenditures.
- PI submits final performance report: Document the project's outcomes and impacts, including any unachieved objectives due to early termination.
- All other required reports (equipment, invention, etc.) are completed and submitted.
- Final drawdown or invoice, as appropriate per grant agreement is completed.

## Timeline for Closing Out a Terminated Federal Pass Thru Grant with 90-Day Close-Out Requirement with FSU as Subawardee

### Introduction

Closing out a terminated federal pass-thru grant as a subawardee involves several important steps. It is important to understand that while the federal sponsor may provide 90 days for the full closeout of the award, closeout should occur as expeditiously as possible based on the necessary activities to support patient safety (if applicable) and orderly closeout the project. As with a normal closeout, this period also includes the full administrative closeout of the award, including all subawards and the final invoice. In order for the awarding institution/sponsor to have time to fully close out the award, they will need the subawardee(s) to close out their project(s) and provide the final invoice(s) earlier in the closeout process.

Below is a general timeline for closeouts of terminated awards as a subawardee. Please note that it is important to review the award modification and guidance received from the sponsoring institution/organization, as the timeline might vary from the schedule below (allowing more or less time). Each award and situation is unique, so adjustments might be appropriate in some cases. ***Any exceptions to the timeline below must be discussed with SRA and departmental administrators as well as approved by the awarding institution/organization as appropriate.***

### Step 1: Immediate Actions

- The Office of the Vice President for Research will schedule a meeting to discuss the considerations required following the termination of the award and respond to any questions.
- Notify all stakeholders: Inform all relevant parties, including project personnel, partners, and sub-recipients, about the grant termination.
  - If project personnel do not have alternative funding following the closeout, a follow-up meeting with HR will be scheduled to discuss specific employee impacts and the next steps.
- Develop a plan for the final activities required to close out the award in an orderly manner. During this closedown period, only expenditures related to these activities will be allowable.

### Step 2: Final Expenditures (within 30 days of termination)

- Salaries to FSU personnel should end in no later than 30 days following the termination.
- Finalize expenditures: Ensure all allowable costs have been recorded.

### Step 3: Final Report Completion (within 60 days of termination)

- All expenditures are reconciled and confirmed by department administration and SRA.
- SRA prepares and submits the final financial report detailing all expenditures.

- PI submits final performance report: Document the project's outcomes and impacts, including any unachieved objectives due to early termination.
- All other required reports (equipment, invention, etc.) are completed and submitted.
- Final invoice is due to the sponsoring institution/organization (generally at 60 days).