

 Research & Sponsored Programs UNIVERSITY OF DENVER	Office of Research and Sponsored Programs Policy Manual Award Closeout
	Policy Number: ORSP-15
Recommended By: Director of Sponsored Programs Administration Approved By: Senior Vice Provost for Research and Graduate Education	Effective Date: 02/01/2024

1. PURPOSE

The purpose of this policy is to provide guidance on the sponsor requirements for Award Closeout.

2. DEFINITIONS

2.1. Award Closeout means the process by which a sponsor and the University determines that all applicable administrative actions and all required work of the award have been completed by the University.

2.2. Principal Investigator is a University employee that leads a given program or project and is responsible for the proper conduct of research or other activity described in the proposal, grant, or instrument of agreement for the specific program or project.

2.3. Sponsored Programs are programs or projects that are funded by an external entity through a written agreement (grant, agreement, or other instrument) with the University. Sponsored Programs include specific research, training, or service programs and projects.

3. POLICY

3.1. The Principal Investigator is responsible for conducting a Sponsored Program in a manner that is consistent with professional standards and in compliance with all pertinent regulations, terms and conditions of the award, and University policies throughout the life cycle of the project.

3.2. The Award Closeout process is the completion of required deliverables/reports. The Principal Investigator is responsible for submitting the final performance progress report and any other non-financial report. The Office of Research and Sponsored Programs (ORSP) will submit the final financial report, final drawdown, and/or final invoice by the specified due date set by the sponsoring external entity.

4. PROCESS

- 4.1. The University must submit, no later than one hundred and twenty (120) calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award.
- 4.2. ORSP will follow the Federal Uniform Administrative Requirements and the grant Award Closeout process outlined in the ORSP standard operating procedures. After the one hundred and twenty (120) day period referenced in section 4.1 above, ORSP will complete the Award Closeout process within ninety (90) days.

5. RESOURCES

- 5.1. Uniform Administrative Requirements, Closeout – 2 CFR § 200.344