



NEW MEXICO HIGHLANDS UNIVERSITY®

60-DAY ADVANCE CLOSEOUT NOTIFICATION

(Please print and include in your award folder)

TO: Principal Investigator Email: _____
Department Administrator Email: _____

FROM: _____ Phone: _____

DATE: _____

SPO Number: _____ PTA: _____ PI Name: _____

Sponsor Name: _____ Award End Date: _____

NMHU is required by most federal sponsors and many private sponsors to submit final financial closeout reports within 90-days after the award end date (some agencies may require early submission). Please assist the Office of Research and Sponsored Projects (ORSP) to fulfill NMHU's obligation to our sponsor.

If the project will end as scheduled, you do not need to return this form to ORSP but can use it as an internal checklist. We will remove this award from closeout as soon as an approved time extension has been furnished.

Please notify ORSP via email if the following apply: (See instructions on second page)

Table with 2 columns: Question, Answer. Rows include: Formal Time Extension?, Renewal Award?, Additional Funding Pending?

Please perform the checks below to ensure timely award closure. If an item is not applicable mark as "n/a". For further information on the items below see instructions provided on the second page.

CLOSEOUT CHECKLIST table with 2 columns: X, Description. Rows include: Final Purchases, PI effort/salary, Prior approvals, Cost sharing, Correct Expenditure Type for equipment purchases, Fabrication, Subawards, Major project or activity, Labor distribution, Tuition allowance, Have all appropriate expenses been posted?, Review unallowable expenses, Overdraft (OD).

60 Day Advance Close Out Instructions

Time Extension: Please send the ORSP a copy of the approved time extension or the letter/email requesting an extension as soon as it is available. All time extensions should be submitted for approval no later than the project end date (some agencies may require an earlier submission).

Renewal Award: Please submit a new *Proposal Routing Form* to ORSP now to allow you to proceed with transferring or incurring allowable costs on the new grant by the time the existing award expires. Closeout on the existing award will still be needed, so you should start to review the Closeout Checklist. Call the OSRP or the Business Office if you need assistance determining whether or not a given expenses on your existing award may legitimately be transferred to a renewal award.

Final Purchases: Do you need to make any final purchases to complete the project? Remember that equipment should not be charged this late in the project except if approved by the agency or there are special circumstances (which should be carefully documented.) Track down any late invoices that are outstanding.

PI Effort and Salary: If the answer is “no”, transfer allocable PI salary onto the new project or cost-sharing expenditure statement. If a new cost-sharing statement needs to be established, contact the ORSP or Business Office. If PI effort has not conformed to award terms, contact your institutional official to discuss next steps.

Prior Approvals: If the answer is “no”, immediately write to the sponsor to request retroactive approval. Check to see if the OSRP needs to countersign the request. Please also send a copy of the retroactive request to the ORSP.

Cost-Sharing: If the cost-sharing commitment cannot be met, immediately contact the ORSP to discuss potential alternatives. If your cost sharing is not already fully funded, fund it now.

Correct Expenditure Type for Equipment: If items costing **less than \$5,000** are not coded properly, make corrections now.

Fabrication: Do you have fabrication or manufacturing costs in your project? If yes, review to ensure non-fabricated expenses (labor, travel, etc.) are not charged directly to fabrication task. Contact the ORSP for assistance.

Subawards: Will your subrecipient complete their portion of the project on-time? Will they need a no-cost extension? If so, remember that this will require NMHU to request a no-cost time extension from the agency as well. Please remind each of your subrecipients to submit final invoice (clearly marked “Final”) and final reports. This is normally due within 60 days of subaward end date. If there are any open issues on subaward invoices, resolve them now.

Major Project or Activity: If any administrative or clerical costs are posted as direct funds on federal projects not approved as “major” project or activity, move such expenses to an appropriate non-sponsored expenditure statement. On federal projects that were approved as a major project or activity, verify that the administrative and clerical costs are limited to those listed in approved budget. If not, move non-allowable expenses to an appropriate non-sponsored expenditure statement, verify you have necessary in-house rebudgeting authority (e.g., NIH) or immediately obtain written retroactive agency approval to incur these costs.

Labor Distribution: Review any labor distribution errors that reflect amounts over or under charged to project. Corrective actions should be processed within the closeout period.

Tuition Allowance: If students are working on the project, has the correct amount of tuition been charged in the expenditure statement? Make sure tuition has been pro-rated properly if only partial tuition amount should be charged to the award. *Pre-paid tuition must be cleared before closeout.* Is tuition credit expected? *If yes, please inform the ORS or Business Office.*

Have All Appropriate Expenses Been Posted? If no, confirm that outstanding salary expenses, purchase orders, subaward invoices, etc. are processed for expenses to post by end of the project.

Review unallowable expenses: Review the award terms & conditions and identify any unallowable expenses & transfer them off to an appropriate non-sponsored expenditure statement.

Overdraft (OD): If you anticipate or have already incurred cost overrun on the project, please see Associate VP for ORSP.