

CHILDREN'S HOSPITAL LOS ANGELES  
THE SABAN RESEARCH INSTITUTE

SPONSORED PROJECTS CLOSEOUT RESPONSIBILITIES

PI RESPONSIBILITIES	ACTION	DELIVERABLES	
	<ol style="list-style-type: none"> <li>1. Review award expenses and confirm these are allowable, allocable, reasonable, and consistently applied</li> <li>2. Review and approve sub-recipient reports/invoices</li> <li>3. Review and approve final invoice/report</li> <li>4. Prepare and submit other deliverables</li> <li>5. Certify effort (required quarterly)</li> </ol>	<p>Final Invoice, Financial Report, FFR Final Invoice, Financial Report, FFR Final Invoice, Financial Report, FFR Technical Report, Invention Report, Patent Report, Effort Certification Effort Certification</p>	
DIVISIONAL RESEARCH STAFF RESPONSIBILITIES	ACTION	DELIVERABLES	RESOURCES AVAILABLE
	<ol style="list-style-type: none"> <li>1. Review award expenses (inception to date)</li> <li>2. Complete pre-review of effort statements</li> <li>3. Submit cost transfers resulting from changes in effort statements</li> <li>4. Coordinate to receive final invoice from sub-awardees and vendors</li> <li>5. Monitor and submit payment to vendors and subawardees</li> <li>6. Reconcile project expenses - ensure costs are allowable, allocable, reasonable and consistent with terms and conditions of the grant/contract</li> <li>7. Resolve deficits and submit required transfers</li> <li>8. Review payroll encumbrances and update profiles</li> <li>9. Review and liquidate non-payroll encumbrances and re-allocate salary profiles to other valid fund sources</li> <li>10. Users have been informed that the project is ending and not to continue charging the project</li> <li>11. P-Cards (if obtained) need to be updated with a new funding source</li> <li>12. Ensure all expense reports are submitted per the Expense Reimbursement policy</li> <li>13. Provide Cost Share Report</li> <li>14. Provide final workbook to Post Award</li> </ol>	<p>Financial report/invoice  Compliance Compliance and Financial report/invoice Financial report/invoice Financial report/invoice  Financial report/invoice  Timely closeout Timely closeout and prevents deficits Timely closeout and prevents deficits Timely closeout and prevents deficits Timely closeout and prevents deficits Timely closeout and prevents deficits Financial report/invoice Timely closeout</p>	<p>30-60-90 Day Closeout notifications, GL &amp; PC Query, LDR, Workbook trainings, eReq job aids, etc. ECC portal &amp; Trainings Job aids Encumbrance Report      Funding End Date Report Encumbrance Report</p>
POST AWARD RESPONSIBILITIES	ACTION	IMPLICATION	
	<ol style="list-style-type: none"> <li>1. Review reconciliation and verify all costs are allowable, allocable, reasonable and consistent with grants terms and conditions</li> <li>2. Ensure final drawdown is completed for LOC projects</li> <li>3. Review and submit final invoice to Sponsor</li> <li>4. Review and submit FFR in PMS</li> <li>5. Return unspent funds to Sponsor per terms and conditions of the grant/contract</li> <li>6. Check if encumbrances are cleared and coordinate with Division to clear in preparation for closeout, inclusive of any pending salary transfers</li> <li>7. Check if Effort Certification are completed and coordinate with Division to ensure completion</li> <li>8. Check and ensure record retention of all grant related documentation</li> <li>9. Reconcile AR and Revenue</li> <li>10. Prepare and process closing entries - fringe, IDC, AR and Revenue</li> <li>11. Complete Closeout Checklist and submit for review and approval to Leadership</li> <li>12. Close Project in PeopleSoft after checklist is signed</li> </ol>	<p>Compliance Compliance Compliance &amp; Payments Compliance &amp; Payments Compliance  Closeout  Compliance Closeout Closeout Closeout Closeout Closeout</p>	