

## **AMBC GRANT/CONTRACT AWARD CLOSING NOTIFICATIONS**

- **6, 5, and 4 months from closeout:**

1. AMBC accountant should send an email or note within financial report informing the PI that 6, 5, or 4 months remain on their award.
2. AMBC accountant should ask PI if any salary or other expenditures adjustments are needed.
3. Accountants need to review expenditures, and remove or explain any account codes that are on the OPAA account scrub list.
4. Cost share commitments should also be reviewed. Follow up on any outstanding in kind cost share documentation. Make sure all OSU cost share is properly documented.
5. If large amount of funds remaining on sub awards, need to confirm with PI if subs will be expended by end date or should the funds be rebudgeted.

- **3 months from closeout:**

1. AMBC accountant should send an email or note within financial report informing the PI that 3 months remain on their award.
2. AMBC accountant should ask PI if any salary or other expenditures adjustments are needed.
3. Accountants need to review expenditures, and remove or explain any account codes that are on the OPAA account scrub list.
4. Cost share commitments should also be reviewed. Follow up on any outstanding in kind cost share documentation. Make sure all OSU cost share is properly documented.
5. If large amount of funds remaining on sub awards, need to confirm with PI if subs will be expended by end date or should the funds be rebudgeted.
6. If large amount of remaining funds on grant, AMBC accountant should ask PI if a no cost extension needs to be requested. If large amount of remaining funds on contract, AMBC accountant should ask PI if an amendment needs to be processed to extend the period of performance.
7. AMBC accountant shall help facilitate the no cost extension (OPAA) or amendment (SPO) requests to central offices.

- **2 months from closeout:**

1. AMBC accountant should send an email or note within financial report informing the PI that 2 months remain on their award.
2. AMBC accountant should ask PI if any salary or other expenditures adjustments are needed.
3. Accountants need to review expenditures, and remove or explain any account codes that are on the OPAA account scrub list.
4. Cost share commitments should also be reviewed. Follow up on any outstanding in kind cost share documentation. Make sure all OSU cost share is properly documented.

5. If large amount of funds remaining on sub awards, need to confirm with PI if subs will be expended by end date or should the funds be rebudgeted.
6. AMBC accountant should remind PI to request final reports from sub-awardees, and verify that all milestones have been met by the sub-contractor to facilitate payment of the final invoice and closeout of project.
7. If large amount of remaining funds on grant, AMBC accountant should ask PI if a no cost extension needs to be requested (OPAA requires 60 days to process 2<sup>nd</sup> no cost extensions). If large amount of remaining funds on contract, AMBC accountant should ask PI if an amendment needs to be processed to extend the period of performance.
8. AMBC accountant shall help facilitate the no cost extension (OPAA) or amendment (SPO) requests to central offices.

- **1 month from closeout:**

1. AMBC accountant should send an email or note within financial report informing the PI that 1 month remains on their award.
2. AMBC accountant should ask PI if any salary or other expenditures adjustments are needed.
3. Accountants need to review expenditures, and remove or explain any account codes that are on the OPAA account scrub list.
4. Cost share commitments should also be reviewed. Follow up on any outstanding in kind cost share documentation. Make sure all OSU cost share is properly documented.
5. If large amount of funds remaining on sub awards, need to confirm with PI if subs will be expended by end date or should the funds be rebudgeted.
6. AMBC accountant should remind PI to request final reports from sub-awardees, and verify that all milestones have been met by the sub-contractor to facilitate payment of the final invoice and closeout of project.
7. If large amount of remaining funds on grant, AMBC accountant should ask PI if a no cost extension needs to be requested (request might be too late for some agencies-OPAA requires 30 days to process for agencies with expanded authority). If large amount of remaining funds on contract, AMBC accountant should ask PI if an amendment needs to be processed to extend the period of performance.
8. AMBC accountant shall help facilitate the no cost extension (OPAA) or amendment (SPO) requests to central offices.
9. AMBC accountant will follow up with the Sponsored Programs Office on status of contract amendments, sub award contract amendments, and the Office of Post Award Administration on status of no cost extension requests.

- **Closeout:**

1. AMBC accountant will notify OPAA accountant of any outstanding items.
2. AMBC accountant will work with OPAA accountant in finalizing close out process.