UNIVERSITY OF MIAMI
SPONSORED PROGRAMS POLICIES AND PROCEDURES
Section I: Award Closing
Policy 11: Award Closing Procedures and Account Deletion

PURPOSE:
To establish the policy and procedure for closing a sponsored award, a process by which a sponsor determines that all applicable administrative actions and all required work has been completed by the recipient and the sponsoring agency. An account must be formally closed out on termination to ensure that all the expenditures posted to the account are allowable, all reports have been submitted, all payments have been received, and no additional charges can be posted to the account.

POLICY:
The principal investigator (PI) must submit, in a timely manner, all final technical reports, patent reports, invention statements, and/or other non-financial statements or reports required by the sponsor. Sponsored Programs (SP) Financial Administration must submit, in a timely manner, all financial reports required by the sponsor, including final contract release, assignment of funds, and patent reports. These actions allow the project/account to be closed as promptly and efficiently as possible. The Property Accounting Department is responsible for the final property inventory and final equipment inventory reports.

PROCEDURES:
1. New expenditures incurred after the end date will not be allowed unless an extension of time has been approved. These new expenditures, if under a time extension, must be guaranteed by a departmental account number.

2. SP Financial Administration will place a freeze flag on all sponsored accounts within 90 days after the award end date. This will ensure no additional charges occur on the account without review. Encumbrances existing prior to the end date will be released as the purchase order is paid.

3. SP Financial Administration and the department will work together to complete a reconciliation of the account prior to the due date of the report to the agency.

4. The closing of an award is initiated once all necessary reports, as stated in the above policy, have been submitted to the sponsoring agency and any other administrative requirements have been met.

5. The award account is monitored by SP Financial Administration for the following criteria:
   a.) account budget, expenditures, and payments are equal;
   b.) open encumbrances and balance available on the account are zero; and
c.) all payments have been received.

6. Once the above criteria have been met, SP Financial Administration places a delete flag on the account to ensure no further activity occurs. The delete flag will change from 0 to number 1. After the next university fiscal year end, the flag changes from number 1 to number 2. After the next fiscal year end, the account will no longer exist in the Financial Records System.