

TITLE: Award Closeout

DESCRIPTION

The purpose of this procedure is to establish uniform closeout procedures and ensure compliance with the Office of Management & Budget (OMB) [Part 200—Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards](#) (“Uniform Guidance”), federal and state regulations, as well as sponsor terms and conditions.

PROCEDURE/PROCESS

Creighton University will submit all financial, performance, and other reports to Federal agencies within 120 calendar days after the completion of the award or in accordance with the terms and conditions of the award.

Grants Accounting shall submit the final financial report, in coordination with the Principal Investigator. See Accounting Services Procedure GAPR03, “[Close Out Grant](#).”

The Principal Investigator shall prepare the final project report per sponsor guidelines. Some sponsors require the report to be submitted by an institutional authorized official, while others permit the Principal Investigator to submit directly, providing a copy to Sponsored Programs Administration. The Principal Investigator shall coordinate submission with Sponsored Programs Administration.

If other reports (e.g., an invention disclosure) are required, the Principal Investigator shall work with Sponsored Programs Administration to complete and submit.

The Principal Investigator or Administrator shall send copies of all final reports to Sponsored Programs Administration. Sponsored Programs Administration and Grants Accounting will upload these reports to the InfoEd system.

Records Retention

The Creighton University [Research Records Retention Policy](#) provides instruction on how long to keep all records related to research, including research conducted under grants and contracts. Principal Investigators shall follow this policy to ensure the credibility and soundness of records maintenance procedures in the event of audit or litigation.

Applicable Regulations, Document(s):

Policy
Additional Documents