Grant Closeout Outline & SIMBA Status

I. **Pre-closeout review, 60-day period BEFORE the end date – SIMBA status Pre-close**
   - PI and business area (BA) review all direct cost categories to ensure accurate and allowable
   - If reportable cost share, ensure all requirements will be met prior to the end date
   - If the PI needs additional time to complete the statement of work, seek a No Cost Extension (NCE)
   - If sub-award, review status of the final invoice
   - If sponsor-titled equipment, contact Property Inventory to plan for disposition or transfer to another project

   Office of Research Accounting (ORA) will send a monthly Closeout Report to each Business Area (BA), a list of grants ending between 30 days prior and 90 days after the end date, with a Closeout Instruction Form.

II. **Project has ended, SIMBA status Closing – Pending Department Guarantee**
    - If a NCE is pending, submit an Extension Request Form. BA will guarantee the advance funding is the NCE is not approved.

III. **Post-closeout, within 60 days AFTER the end date – SIMBA status - Closing - Ended**
     - Research Accounting needs a minimum 30 days to process the final invoice
     - The PI and BA confirm that all expenditures were incurred prior to the end date
     - The BA should verify that the PI submitted final technical report to the sponsor
     - All adjustments including labor distribution and cost overruns must be completed
     - If required, cost share and sub-award transactions must be finalized
     - Is the project ready to close?

     Submit the Closeout Form for each grant to Res-Acct@psu.edu, with instructions:

     Grant is ready to close, YES or NO:

     ✓ If NO, and a final invoice is pending, PI must contact the sponsor to seek additional time
     ✓ If YES, provide Closeout Form:
       ▪ Authorize to Close
       ▪ Report final total costs, Grant level (use SIMBA GM Cash Based Summary Report)
       ▪ If applicable:
         • Total reportable cost share
         • Budget carry-forward directions
         • Refund directions
         • Special instructions
           ▪ If NIH, include all applicable Internal Order# & unliquidated obligation directions
           Indicate if interim final for next period’s funding

     ORA Support Team will receive the Closeout Form:
     o change the grant status to Closing – Research Accounting (unless NIH)
     o upload the Form as a SIMBA document and
     o forward the email to the accountant

IV. **60-days AFTER the end date – SIMBA status - Closing – Research Accounting**
    - ORA will begin the final closeout phase that may involve a final invoice, financial report and documents such as Release & Assignment. Upload all documents to the Grant.

V. **RA submits final documents to the sponsor**
    - ORA accountant will change the status to Closing-closed

VI. **Final payment received**
    - ORA Closeout Function will change the SIMBA status to Closed-closed