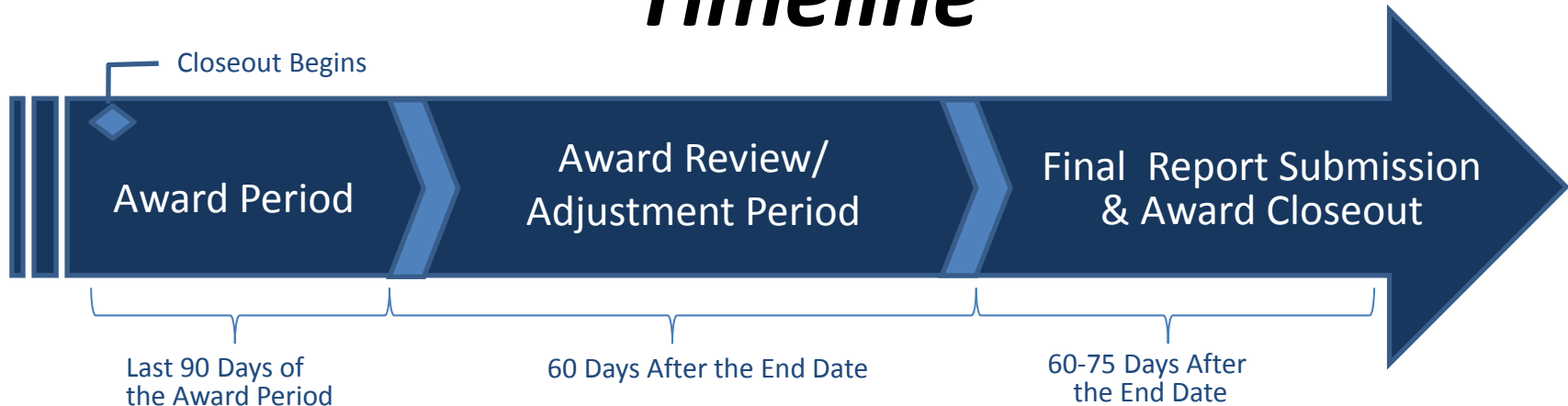


Award Closeout *Timeline*



Award Period (*Last 90 Days*)

- Review 90 day preview email
- Review EAS alerts (if any)

Award Review/Adjustment Period

- Complete final budget review, confirm that all expenditures have posted correctly and make any necessary adjustments
- Verify payment or liquidate outstanding encumbrances
- Clear any suspense or failed funds items

Final Report Submission

- Final financial report (and/or invoice) is drafted, reviewed, and submitted to the sponsor
- Final technical, patent and property reports are prepared and submitted (as required)
- Refund of over payments are issued or residual transfers are processed
- For LOC awards, the final drawdown must occur within 90 days of the award end date

Award Closeout

- Confirm that all required documents have been submitted to the sponsor and accepted
- Identify files for retention in accordance with regulation