



**Office of Research & Sponsored Programs**

**Project Closeout**

**Purpose:**

This policy establishes guidelines for the proper closeout of awards to fulfill all obligations of the project in the required timeframe as required by the funder and in accordance with Office of Management and Budget (OMB) Uniform Guidance or 2 CFR 200 (UG) requirements and ICSUAM policy number 11003.11 – Project Closeout.

**Policy Statement:**

Federal regulation 2 CFR 200.16 defines closeout as the process by which the federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the federal award have been completed and takes actions as described in the regulations set forth in 2 CFR 200.343. CSU Long Beach (CSULB) will close out awards within the required timeframe, which is usually no later than 90 calendar days after the end date of the award, unless the funder authorizes an extension. For awards with non-federal funding sources, CSULB will follow the closeout requirements as outlined in the awards agreement.

In cases where the federal agency or non-federal funder considers the award to be closed and all obligations of the project to be met, but CSULB has not received payment on the final submitted invoice, the award will be considered closed programmatically. Awards will be considered closed, irrespective of their review by the Office of Research & Sponsored Programs (ORSP) or accounting. CSULB will provide all funder required documents to close out the agreement within the required timeframe. Internally, CSULB may keep the project open past this date to ensure final receipt of funder payments and processing of the closeout requirements.

**Responsible Parties**

Principal Investigators (PI's) and ORSP have a shared responsibility in facilitating award management and monitoring internal controls during an award's lifecycle. This section outlines the rsponsors' terms and regulations and for meeting all deliverables,

financial and administrative. PI's are assisted by Grants & Contracts Administrators (GCA's) in managing an award and meeting deliverables. PIs are



