UC DAVIS - FEDERAL GRANT FSR PROCESS & TIMELINE

	DEPARTMENT	EXTRAMURAL FUNDS ACCOUNTING

90 DAYS PRIOR TO AWARD END DATE	➢ Run DaFIS DS report 55 on grants set to expire in 90 days to begin closeout review
	➢ Begin close-out process:
	   • Verify grant fund/account end date and F&A rate
	   • Request Sponsored Programs to obtain permission from the agency, if appropriate, to extend the project end date and continue spending
	   • Follow up on outstanding invoices from other UC campuses/subcontractors
	   • Review award terms and conditions for cost sharing requirements
	   • Prepare other pending adjustments/corrections
	   • Review for compliance with restrictions on the Notice of Grant Award
	   • Review grant renewal status and establish new account if necessary. Utilize "Request to Expend in Advance of Receiving Award" if renewal not yet received.
	   • Review ledgers for allowability of expenses
	   • Prepare necessary payroll and non-payroll transfers
	   • Work with subcontractors to issue final invoice
	   • Identify program income for inclusion of FSR
		➢ Issue advance notice on grants expiring in 90 days
		➢ Advise and assist departments to clear open year's ledgers as requested

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THE MONTH WHEN AWARD ENDS	➢ Departments have two ledger cycles after the award end date to complete cost transfers and payroll transfers for costs to be included in the FSR. (Ledgers are closed 7 business days after the end of a month, also know as the ledger cycle).	

30 DAYS AFTER AWARD END DATE	➢ Close-out process continues by reviewing expenditure activities on DaFIS DS reports 2 and 256:
	   • Check if the fund is in overdraft
	   • Clear all balance sheet items
	   • Review object codes exempt from indirect costs using DaFIS DS report 256
	   • Confirm whether any supplemental documentation is required to be submitted with the final FSR. If so, forward documentation to EFA.
	   • Terminate billing IDs associated with the project to ensure that no further expenditures are recorded after the award end date
	   • Remove any encumbrances
	   • Verify that all PARs are completed and returned to EFA	

60 TO 90 DAYS AFTER AWARD END DATE	➢ Under unusual circumstances, there may be additional cost transfers to be processed
	➢ Notify and copy EFA on any outstanding cost transfers
	➢ Submit cost sharing report to EFA, where applicable
		➢ Run DaFIS DS reports 2, 552, 256 and PPS DS report 7
		➢ Begin close-out process:
		   • Review award for allowability and/or limitations on rebudgeting by line item
		   • If fund/account is in overdraft, contact

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		department
		• Ensure expenditures direct charge to sponsored project are consistent with the approved budget and not duplicated in the F&A cost rate
		• Ensure F&A costs are accurately captured
		• Ensure expenditures are allowable based on the terms and conditions of the award and awarding agency policy and guidelines
		• Ensure expenditures incurred within the performance period
		• Contact department to have all balance sheet items cleared
		• Check award for agency requirements on any supplemental documentation which must be submitted with the final FSR
		• Check award for agency requirements on any additional documentation per terms and conditions of the agreement (i.e., list of equipment). If so, contact department an remind them to forward this information to agency. Copy should be sent to Extramural.
		• If cost sharing is applicable, contact department to obtain Cost Sharing Report
		• Ensure multiple campus agreements are completed
		• Ensure all subcontracts have been received and fully paid

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		• Obtain copies of REC's and/or PAN's for all cost transfers that have not posted to the ledger • Prepare FSRs • Email copy of final FSR to PI and departmental account manager • Remind PI and departmental account manager to complete and return all Personnel Activity Reports (PAR) to EFA • Prepare all closing journal entries • Process account maintenance documents to add expiration date and prevent future transactions from posting the account
90 DAYS BEYOND AWARD END DATE	➢ Maintain ledgers to ensure they reconcile to the total expenditures reported on FSRs ➢ Obtain approval from EFA Manager for FSR revision	➢ Communicate with departmental account manager on post-FSR transactions to ensure timely follow-up action is taken