

RESEARCH GRANTS

CLOSING AN ACCOUNTING UNIT (AU)

Once the project has been completed, the AU will need to be closed.

	Where to Find It	Contacts
<p>STEP 1. Go over the notice of award and budget to make certain that:</p> <p><input type="checkbox"/> All terms, conditions, and milestones of the grant have been met.</p> <p><input type="checkbox"/> All expenses have posted to your accounting unit (AU). <ul style="list-style-type: none"> Specifically, go over any outstanding commitments and/or encumbrances to be certain expenses post to the AU within the active dates of the project. </p> <p><input type="checkbox"/> All employees being paid salary from this AU have been moved to another funding source(s).</p>		
	<p>BI Portal > Detail Reports > Commitment Detail</p>	<p>Department/Grant Administrator and Your SPA Representative</p>
	<p>Information Portal > Fiscal Affairs > Payroll Actions > PAF (faculty) or EIF (staff)</p>	<p>Department/Grant Administrator</p>
<p>STEP 2. Terminate the IRB approval (if applicable) <ul style="list-style-type: none"> If your project required IRB approval, you must terminate the approval before Sponsored Program Accounting (SPA) will allow you to close the AU </p>	<p>Information Portal > Research Channel > Routing Form > Required Approvals Tab > IRB Application > Termination Tab</p>	<p>Angie Carrico (IRB) x64608</p>
<p>STEP 3. Most sponsors will require a progress report of your work.</p>		<p>Project Sponsor</p>
<p>STEP 4. <ul style="list-style-type: none"> SPA will deactivate the AU once they have made certain that all award funds have been received and that all expenses have been correctly charged to the AU. They will also provide any financial reporting required by the sponsor. </p>		<p>Your SPA Representative</p>