**USC**

**GRANT AWARD CLOSE-OUT PROCESS**

Grant Award Closeout is the process of finalizing all administrative and programmatic requirements for a sponsored award. This includes submitting all required reports, reconciling financial accounts, and returning any unused funds to the funding agency.

**Key steps, Roles and Responsibilities:**

* Review the award terms and conditions.  (PI and Department Research Administrator)
* Submit all required reports: final technical report, final invention statement or a human subject’s research closure report (PI with help from Research Administrator, DCG); final financial report (SPA)
* Reconcile financial accounts-including cost share accounts. (SPA, Department Research Administrator, PI)
* Close out all Subawards. (Department Research Administrator, DCG)
* Finalize all administrative tasks. (Department Research Administrator)
* Uploading the final report to USC close-out site (PI, Department Research Administrator)

Once all of these steps have been completed, the award will be officially closed out. The funding agency will typically issue a notice of award closure, which will release the institution from any further obligations under the award.

PIs are encouraged to remind subrecipients of these needs well in advance of the due date for such reports.

**Types of Final Reports**

* Final Technical Report: The Final Technical Report summarizes the project’s accomplishments, findings, and conclusions. It also discusses the project’s impact on the field and any potential future research directions. (Responsible person: PI)
* Final Invention Statement: The Final Invention Statement discloses any inventions or discoveries that were made during the project. This information is used by the funding agency to determine whether any intellectual property rights need to be protected. (Responsible person: PI)
* Final Property Report: The Final Property Report accounts for all tangible property that was purchased or acquired with funding from the award. (Responsible person: Department Research Administrator, PI)
* Final Subrecipient Reports: If the award included subawards, the institution will also need to submit final reports for each subaward. These reports will typically include the same information as the Final Technical Report, but for the subaward specifically. (Responsible person: Department Research Administrator, PI)

Final reports typically summarize the project’s accomplishments, expenditures, and other relevant information.

* Demonstrate Accountability: Final reports allow funding agencies to see how their funds were used and how the research project contributed to the advancement of knowledge.
* Provide Feedback: Final reports provide feedback to funding agencies on the strengths and weaknesses of their research programs. This feedback can help funding agencies to improve their programs and make better decisions about how to allocate resources.
* Promote Collaboration: Final reports can be shared with other researchers and stakeholders, which can promote collaboration and new discoveries.
* Disseminate Research Findings: Final reports can be published and disseminated to the public, which helps to raise awareness of research findings and their potential impact on society.

Final reporting is an important process that helps to ensure the integrity and quality of research. It also helps to promote accountability, collaboration, and the dissemination of research findings.

Submitting Final Reports

* Typically to the sponsor electronically, through a web-based portal or email. Some sponsors may also accept Final Reports in paper form, but this is less common. To submit a Final Report electronically, the **Principal Investigator (PI)** will need to log into the sponsor’s web portal and upload the report file. The report file should be in a format that is compatible with the sponsor’s requirements, (such as PDF or Word).
* Before submitting the Final Report, it is important to proofread it carefully to ensure that it is complete and accurate. **The PI** should also check with the sponsor to make sure that the report is in the correct format and that it has been submitted to the correct email address.
* All Final Technical Reports, Final Invention Statements, Final Property Reports, and Final Subrecipient Reports should be submitted to the Department of Contracts and Grants (DCG) via the [Final Report Submission Portal](http://closeout.usc.edu/). Once received, the Award Closeout Team in DCG will internally close out the award in the University’s data system (Cayuse SP). The Department Research Administrator is responsible for ensuring that all documents have been uploaded to the Final Report Submission Portal.

**Impact of incomplete closeout:**

* Reputational: Public, Scientific Community, Sponsors
* Delay of new and continuation awards to USC
* Decrease in awards to USC

**Available Tools and Resources:**

* Best Practices: Checklist Tool: https://keck.usc.edu/office-of-research-administration/policies-and-procedures/

**Available Sponsor Award Closeout forms:**

* [The National Institutes of Health](https://grants.nih.gov/grants/closeout/index.htm)
* [The National Science Foundation](https://www.research.gov/research-web/content/aboutprojectreports)
* [Department of Defense](http://mrmc.amedd.army.mil/index.cfm?pageid=researcher_resources.technical_reporting)

Check with sponsor/sponsor website for instructions/specific forms and requirements for closeout.