

**Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
Office of Sponsored Programs
Policy and Procedure**

TITLE: Award Closeout

SCOPE:

All Harvard Pilgrim Health Care, Inc. (HPHC)/Harvard Pilgrim Care Institute (HPHCI) employees who conduct research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

PURPOSE:

To provide guidance to the Office of Sponsored Programs (OSP) staff and research program staff regarding the timely closeout of awards.

POLICY:

Award closeout includes timely submission of all required reports; disposition of equipment, and supplies; adjustments for amounts due the grantee; and adjustments for amounts due the sponsor. Most reports from grantees are due within ninety (90) days of the end of the grant. HPHC/HPHCI expects the full participation of the Principal Investigator (PI) in meeting this deadline.

Closeout of a grant does not affect the requirements for equipment accountability, record retention, or Institutional Review Board (IRB) requirements. Funds may not be expended from projects with closed IRB status.

All sponsored accounts must be reconciled promptly and closed in the Grants Management System (GMS) Oracle module **no later than 90 calendar days after the termination date**. Failure to reconcile accounts on a timely basis may have cost transfer implications, expose HPHC to audit disallowance and or delay funding by sponsors to PIs. If a sponsored account remains unreconciled and open **90 calendar days** past termination, the OSP Grants Manager must enter a justification at the award number in the Oracle Convert #3 file to explain why the account remains open and when it is estimated to be closed. The Director of the Office of Sponsored Programs (DOSPP) will review this file on a quarterly basis.

PROCEDURE:

Overspent Accounts

OSP will work with investigators during the preparation of the Federal Financial Report (usually 45-75 days after the budget end date) or other required financial report to ensure overspent accounts are fully reconciled in a timely manner.

Revision of Federal Financial Reports or other financial reports required by foundation funding to include additional expenses will only be considered under exceptional circumstances and must be approved by the Director, OSP.

After **90 calendar days** from the termination date, all expenses on overspent sponsored research accounts will be moved to an unrestricted account of the investigator.

Underspent Accounts

OSP will review the contract terms regarding the disposition of remaining funds. The majority of federal and foundation funding must be returned to the sponsor if not appropriately expended during the awarded funding period. If the terms and conditions are unclear, OSP will consult with the sponsor to confirm disposition of any funds remaining after the final report and invoice are submitted. If approved by the sponsor, unspent funds will be transferred to the PI's discretionary account. (See Research Discretionary policy).

DEPARTMENT: OSP	TITLE: Award Closeout
EFFECTIVE DATE: 7/24/2017	
REVIEWED ON: 7/24/2017 by Charlotte A. Johnson	
REPLACES P/P DATED: September, 2014	
REFERENCES: UG §200.343	
APPROVED BY: Charlotte A. Johnson	