

# Financial Closeout of Federally Sponsored Projects

**Effective Date of Procedure:** 8/1/2025

**Last Updated:** 7/22/2025

## Purpose

This procedure describes the process of preparing a final financial deliverable and financially closing expired sponsored projects funded by US Federal Government Agencies. It is applicable when closing the final year of the project period and does not apply to federal flow-through funds.

## Background

The University has an obligation to ensure fiscal compliance in accordance with Federal requirements, Sponsor and University policies. Collaboration between Principal Investigators, research administrators, and support from other business units across campus is essential to the management of a sponsored project from inception through its closeout.

Fund closeout is the process by which the University determines all allowable and applicable expenses are properly accounted for under the award's terms and conditions. Upon award expiration, the final financial deliverable must be completed within the timeframe indicated in the agreement. Non-compliance may result in unrecovered sponsored project costs, cause more restrictive financial requirements and audits, and place the University at risk of securing future funding from sponsors.

## Definitions

Term	Definition
Closeout Packet (COP)	A tool used to communicate final expenses between the PI, department administrators, and EFM in order to properly close a fund. An accurate and complete COP contains all necessary components specific to the award and enables EFM to review if financial compliance requirements have been satisfied per award's terms and conditions.
Cost Overrun	When actual expenditures exceed the budget approved by the sponsor (a.k.a. overdraft).
Current Balance	The budget available for spending. This is calculated based on the approved budget less expenses and encumbrances in the general ledger.
Department	PI, Department administrators, and any other parties responsible for managing sponsored project funds in the administrating unit of the award. Department administrators refer to fund managers, research administrators, business managers, or individual(s) responsible for submitting a closeout packet.
Financial Deliverables	Financial requirements specified in the terms and conditions of an award and used to communicate the financial activity of a sponsored project (e.g., invoice, financial report, etc.).
Non-Payroll Expenditure Adjustment Request (NPEAR)	A tool to transfer non-payroll expenses to/from other funding sources to/from the project fund via the Financial System.
Payment Management System (PMS)	The Payment Management System (PMS) is a shared service provider used by US Federal Agencies to manage the disbursement of grants funds. PMS facilitates the drawdown, reporting and monitoring of federal funds awarded to recipients.

## Financial Closeout of Federally Sponsored Projects

<b>Term</b>	<b>Definition</b>
Post Award Management System (PAMS)	A central web-based system that provides research administrators with tools to facilitate effective and efficient financial management of sponsored projects.
Questionable Costs	Expenses that require adequate documentation in place to be supported as allowable direct costs benefitting a sponsored award.
Senior Management	Refers to the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Director, or equivalent positions in the Department.
Sponsored Project	A specific research, training, public service project or other program that receives support from external sponsors under a contract, grant, cooperative agreement or subaward. Support may be in the form of funding, equipment or other material contributions.

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## Process

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1. EFM sends multiple notifications to the PI and Department administrators that a fund will soon expire or has expired. Notifications include the fund expiration date, current balance, EFM contact, as well as key demographic information about the award.
  - a. Fund expiration notifications<sup>1</sup> (See Appendix A: “Fund Expiration Notifications”) are sent 90<sup>2</sup> and 30 days prior to, and on the day of fund expiration (See Appendix B: “Department Checklist at 90 Days Prior to Fund Expiration”).
  - b. Closeout packet (hereinafter, “COP”) reminders are sent 15 calendar days prior to the COP deadline (See Appendix C: “Closeout Packet Reminder”).
  - c. If a No Cost Extension (NCE) is in process, the department should notify EFM before the closeout packet due date and provide relevant correspondence with the awarding office (OCGA, TDG, or CTC&SR). In the absence of this information, EFM will proceed to submit the Final to the sponsor.
2. The Department submits a COP to EFM by the deadline noted in the PAMS COP worklist complete with applicable supplemental schedules and/or supporting documentation (see Appendix E: Complete and Accurate Closeout Packet). Generally, the COP for a final with a 120 or 90-day closeout period is required to be submitted to EFM no later than 30 days prior to the sponsor deadline.
  - a. To ensure compliance with the sponsor deadline, EFM is unable to receive revised closeout packets after the COP due date.
3. EFM reviews the COP to prepare the final financial deliverable (hereinafter, “the Final”).
4. When the COP includes additional expenses or adjustments that have not yet posted to the project fund:
  - a. Non-payroll adjustments:
    - i. EFM includes all non-payroll expenses noted in the COP that are not recorded to the project fund when accompanied by appropriate supporting documentation except for NPEARs (see [EFM Fund Management FAQs](#) for what is considered appropriate documentation).
    - ii. All NPEARs must be posted to the project fund before submission of the closeout packet.
    - iii. When there are non-payroll expenses posted to the project fund that are not captured in the closeout packet at the time of the Final preparation, EFM includes these expenses if the document date is within the period of performance.
  - b. Payroll adjustments:
    - i. EFM does not include payroll adjustments that are not recorded to the project fund when a closeout packet is submitted to EFM. Exceptions are considered when a delayed posting of payroll cost transfer solely due to UCPath Center (UCPC)’s delay in processing of corrections (e.g. service ticket submitted to UCPC within three months of salary cost transfer’s original transaction date).
    - ii. When there are payroll expenses posted to the project fund that are not captured in the closeout packet at the time of the Final preparation, EFM includes these expenses if the earned date is within the period of performance.

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<sup>1</sup> Reminders for the PI and department administrator to actively prepare the fund for close out.

<sup>2</sup> The checklist provides guidelines in reviewing key compliance areas 90 days prior to fund expiration.

- c. EFM records expense accruals to the project fund for the expense adjustments EFM will include in the Final per reviews done through steps 4.a and 4.b.
5. When the requested information is not provided to EFM timely, or when the submitted COP is materially incomplete or inaccurate, EFM prepares the Final based on expenses posted to the project fund excluding unallowable, inapplicable, and undocumented questionable costs (See Appendix D: Guidelines for Questionable Costs)<sup>3</sup>.
  - a. When a COP is materially incomplete or inaccurate (See Appendix F: Materially Incomplete or Inaccurate Closeout Packet), EFM indicates it in PAMS on the Fund Balance and Approvals page under the Closeout tab and sends a notification to the PI and Department Administrator.
  - b. For materially incomplete or inaccurate COPs, EFM still includes expenditures in the COP that have reasonable justification/documentation in the Final.
  - c. To ensure compliance with the sponsor deadline, EFM is unable to receive additional adjustments not included in the submitted COP after the COP due date.
6. When a COP is not submitted to EFM on time, EFM prepares the Final based on expenses posted to the project fund excluding unallowable, inapplicable, and undocumented questionable costs (See Appendix D: Guidelines for Questionable Costs).
7. EFM submits the Final to the sponsor when required. When the Final is not required by the sponsor, EFM prepares an internal final financial report to properly close the fund.
8. EFM informs the PI and Department administrator of the submission of the Final and includes a copy of the final deliverable (see Appendix G: Email Notification of Submission of Final). The Department is advised that a copy of the final deliverable is available in PAMS for future download.
9. The Department removes unallowable and/or inapplicable expenses, encumbrances, and memo-liens from the fund no later than 30 calendar days from the due date of the Final to the sponsor.
10. EFM removes the cost overrun from the project fund after the Department completes step 9. If an unrestricted FAU is not provided in the COP, EFM selects a Department unrestricted FAU (default FAU in UCPath) and notifies the Department.
11. EFM reverses the expense accrual when either EFM or the Department becomes aware that a pending adjustment included in the closeout packet has posted to the project fund. The Department reviews the general ledger monthly to confirm whether expenses have posted to the project fund and notifies EFM.
12. When the Department discovers that unallowable or inapplicable expenses were included in the Final submitted to the sponsor, the Department consults with EFM before removing such expenses from the project fund. If the expenses are confirmed to be unallowable or inapplicable, this will result in a revision of the Final to reduce expenses and a refund to the sponsor.

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<sup>3</sup>When the sponsor requires detailed financial information that EFM does not have access to, the status of the Final will indicate "Pending Department Action" in PAMS. This appears on the department administrator's worklist in PAMS to alert to take immediate action on the requested information so EFM may proceed with completing the Final.

13. The Department maintains appropriate supporting documentation for all expenditures incurred for sponsored projects. In the event of an audit, the Department provides EFM with requested documentation to support expenses questioned by auditors and is financially responsible for expenses determined unallowable and/or inapplicable due to inadequate documentation.
14. After the Final has been submitted to the sponsor, EFM considers revision requests in exceptional circumstances only. Refer to the procedure on Revising Final Financial Deliverables.
  - a. For awards reimbursed via Letter of Credit (LOC), the award account in the sponsor payment system is locked after the Final due date. The sponsor's grant administrator in the award agreement must approve a payment request after the Final due date before EFM prepares a revised Final to report an increase in expenditures.

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## References

- [OMB Uniform Administrative Requirements](#)
- [Cost Principles and Audit Requirements for Federal Awards](#)
- [UC Contract and Grant Manual](#)
- [UCLA Financial Policy](#)
- [UCLA Policy 910: Management of Sponsored Projects](#)
- [UCLA Policy 913](#)
- [UCLA Policy 740: Purchasing Goods and Services](#)

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## Resources

### [EFM Trainings and Presentations](#)

- RAPID Smart Closeout Tool Manual
- RAPID Closeout Tool

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## Appendices

- Appendix A - Fund Expiration Notifications
- Appendix B - Department Checklist at 90 Days Prior to Fund Expiration
- Appendix C - Closeout Packet Reminder
- Appendix D - Guidelines for Questionable Costs
- Appendix E - Complete and Accurate Closeout Packet
- Appendix F - Materially Incomplete or Inaccurate Closeout Packet
- Appendix G - Email Notification of Submission of Final

## APPENDIX A – Fund Expiration Notifications

Subject: Fund XXXXX - IMPORTANT NOTICE: Sponsored Project: the referenced budget period will expire in 90 Days  
Fund XXXXX - IMPORTANT NOTICE: Sponsored Project: the referenced budget period will expire in 30 Days  
Fund XXXXX - IMPORTANT NOTICE: Sponsored Project: the referenced budget period has expired

The fund referenced below will expire in (90 days | 30 days | has expired). Please review the [department checklist](#), award budget, all expenses, and the balance on the fund to start preparing a closeout packet. **A closeout packet is due to EFM by XX/XX/20XX.**

The total budgetary balance as of this notice is: \$xx.xx per the general ledger in the Financial System. This remaining balance is for \$xx.xx of direct costs\* and \$xx.xx of indirect costs and does not include \$xx.xx of encumbrance posted to the general ledger. If there are any expenses that have already incurred but have not yet posted to the general ledger or projected to incur before the project expiration, the budgetary balance in this notice does not reflect those. Details of such expenses can be provided by the department fund manager.

**The following actions are required to finalize project expenses to report to the sponsor for payments.**

- Update the effective dates of UCPath funding distribution of individuals working on this project to ensure that salaries will not post after project expiration.
- Complete and submit a closeout packet (COP) to EFM by XX/XX/20XX.
  - If a closeout packet is not submitted by the due date, EFM will submit the final expense claim to the sponsor excluding questionable costs that could have been otherwise included in the final claim with adequate explanation in the closeout packet.
  - The RAPID Closeout Packet tool including the closeout packet manual can be found at the ORA Online Resource Center > Tools: <https://portal.research.ucla.edu/PostAward>
- Ensure all non-financial deliverables have been completed and submitted to the sponsor (including):
  - Progress/Scientific/Technical Reports, Equipment Reports, Invention statements, etc.
- If this fund is not for the final budget year of the project and carry forward is available, complete and submit the on-line carry forward request form using the following link: <https://ocga.research.ucla.edu/prior-approval-request>

**If a fund should remain open (applicable only in the following scenarios), notify EFM Accountant not to close the fund.**

- Subawards where continuing year funding for the same project period is expected to be executed on the same fund number OR
- A request to extend the performance period (No Cost Extension) has been submitted to the sponsor through OCGA/TDG/CTCSR.
  - For No Cost Extension requests, contact the corresponding office for awards processed by
    - OCGA, complete and submit the on-line request form using the following link: <https://ocga.research.ucla.edu/prior-approval-request/>
    - Technology Development Group (TDG): <https://tdg.ucla.edu/ucla-researchers-innovators/industry-sponsored-research> or
    - Clinical Trials Contracts & Strategic Relations (CTCSR): <https://www.researchgo.ucla.edu/contract-grant-setup-and-management>

**APPENDIX A – Fund Expiration Notifications (cont’d)**

- If the No Cost Extension is pending the sponsor’s approval, the department should notify EFM before the closeout packet due date. For Federal awards, in absence of this information, EFM will proceed to submit the Final Financial Deliverable to the sponsor.

PI Name:	
Project Title:	
Sponsor Name:	
Sponsor Award Number:	
Fund Number:	
Budget Period:	
Project Period:	
Closeout Packet Due Date	
Award Type:	
Department Name:	
UCLA Record Number:	
Department Fund Manager:	
EFM Contact:	
OCGA/TDG/CTCSR Contact:	

*Disclaimer: This notice has been generated automatically based on the fund end date. If this does not apply to the award identified in this message, please check with your department administrator. \*If your fund has a 1198xx account, the balance was included in Direct Costs.*

**APPENDIX B – Department Checklist at 90 Days Prior to Fund Expiration**

Description	Upon receipt of automatic notification: 90 days prior to fund expiration
General	
If multiple fund numbers are assigned to one award	Confirm that the prior year funds were closed, and the funds have been closed (Y/N) in the OASIS fund table. If not, take necessary actions to close out prior year funds.
If linked account	Remind the linked department of the closeout packet due date.
Authorized amount	Confirm that the total appropriation per general ledger agrees to the approved budget per award snapshot.
Early termination	Submit the relinquishment statement along with the closeout packet.
Payroll	Notify the department payroll office that the budget/project period will end.
Expenses	
Review allowability and applicability	
Expenses outside period	Transfer or justify expenses outside the period (pre and post).
Budget vs. Actual	Review all actual expenses are within the categorical budget. Request approval for re-budgeting as needed.
U/W object codes	Transfer or justify unallowable and warning object codes.
Equipment	Transfer or justify equipment purchases within 90 days of fund expiration.
Effort	Confirm payroll distribution is based on actual effort of individual.
Salary cap	Transfer salary in excess of applicable salary cap rate.
E-verify	Transfer salary not in compliance with e-verify requirements.
IRB protocol	Check if a protocol number is listed on any award snapshot sequences. Transfer or justify expenses during any lapses.
Other restriction	Foreign travel, supplemental funding, equipment purchase, etc.
Review unobligated balance	
Completeness	<p>Confirm all applicable charges are posted to the ledger such as:</p> <ul style="list-style-type: none"> <li>• Subaward payments including Multi Campus Agreement (MCA)</li> <li>• Recharges</li> <li>• Travel expenses</li> <li>• Patient care costs</li> <li>• GSR fees</li> <li>• Vacation used etc.</li> </ul> <p>Plan timely purchases of goods and services for the remaining period as needed for the project.</p>
No Cost Extension/Carry Forward	Request No Cost Extension or Carry Forward approval, if needed.
Encumbrance / memo-lien	Release, cancel, change.
Overhead reconciliation	Request overhead adjusting journal to EFM, if needed.

***This is not a complete compliance checklist but provides guidelines to assist in reviewing key compliance areas.***

**Financial Closeout of Federally Sponsored Projects**

**APPENDIX B – Department Checklist at 90 Days Prior to Fund Expiration (cont'd)**

Description	Upon receipt of automatic notification: 90 days prior to fund expiration
If subaward exists	Confirm all invoices have been received and remind subawardees of the due date of the final invoice. Ensure subaward expenses are posted with the correct object codes for the first \$25,000 (7310) and the remaining balance (7300).
If program income exists	Confirm expenses related to program income generating activities are posted to the separate expense account.
If multiple earning basis	Confirm expenses for cost reimbursable budget and those for firm fixed rate or firm fixed price are recorded separately to designated expenses accounts.
If restricted supplemental funding exists	Confirm expenses are properly segregated and recorded to the designated expense account(s).
If multiple F&A rates exist	Confirm expenses are properly segregated and recorded to the designated expense account(s) with applicable F&A base and rate.
<b>Revenue and Account Receivable</b>	
All sponsored projects	Review Revenue and Accounts Receivable using general ledger and/or RAPID AR Billing and Accounts Receivable report for reference.
If program income exists	Confirm all program income is posted to a separate revenue account.
If STIP exists	Confirm STIP is earned and STIP disposition code in the financial system correctly represents sponsor's requirement
If MCA exists	Confirm all payments from other UC campus are received.
<b>Unspent Cash</b>	
If cost reimbursable	EFM will process a refund upon closing.
If firm fixed rate or firm fixed price	Confirm all required assurances and an explanation for a high variance if applicable can be made by PI in accordance with UCLA Policy 913.
<b>Cost Overrun</b>	
Transfer	Review if all expenses are allowable and allocable to the fund. Provide EFM with a departmental unrestricted, non-sponsored FAU to move cost overrun.
<b>Cost Share Commitment</b>	
Fulfillment	Check the status of cost share commitment.

***This is not a complete compliance checklist but provides guidelines to assist in reviewing key compliance areas.***

**APPENDIX C – Closeout Packet Reminder**

Subject: Fund [XXXXX] IMPORTANT NOTICE: Closeout packet due date is upcoming

The closeout packet deadline for Fund xxxxx is fast approaching. If a closeout packet has been submitted to EFM or a request to extend the performance period has been submitted to the sponsor through OCGA, please disregard this notice.

If a closeout packet is not received by the deadline of: **mm/dd/yy**, the final financial deliverable will be issued in accordance with the Financial Closeout of Sponsored Projects Procedure. The award administering unit assumes financial responsibility for costs not claimed in the final invoice or financial report.

The current balance as of this notice is: \$xx,xxx.xx.

PI Name:	
Project Title:	
Sponsor Name:	
Fund End Date:	
Sponsor Award Number:	
Fund Number:	
Project Period:	
Award Type:	
Department Name:	
UCLA Award Number:	
EFM Contact:	
OCGA/TDG/CTAO Contact:	

As applicable, the closeout packet must include:

- Balances of restricted funding,
- Cost share report with detailed general ledgers to support the costs claimed,
- Unliquidated obligations for NIH training grants,
- Unrestricted FAU's to cover cost overruns,
- Policy 913 assurances with justifications, etc.

If a high unexpended balance with a carry forward restriction exists on the fund, please confirm all expenses incurred for the project are properly recorded to the project fund and submit carry forward request to the sponsor through the office that processed the award for prior approval. A delayed request and/or lack of reasonable explanation may place the balance at risk for use.

*Disclaimer: This notice has been generated automatically based on the closeout packet due date to EFM.*

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## APPENDIX D – Guidelines for Questionable Costs

Questionable costs require EFM's review of the Department's explanation and documentation to support charging these expenses as allowable and allocable direct costs to sponsored project funds. When the requested documentation is not provided timely, EFM will consider excluding such costs from the final claim to the sponsor for reimbursement, to ensure accurate and timely reporting to the sponsor. Listed below are examples of questionable costs provided as general guidelines.

1. Unallowable expenses per Uniform Guidance, sponsor's guidelines, award specific terms and conditions, and/or any other applicable regulation including but not limited to:
  - a. Salary in excess of cap
  - b. E-Verify
  - c. General, Automobile, and Employment Practices Liability
  - d. Foreign Travel/Foreign cargo transportation
  - e. FICA, workers compensation, life insurance, union dues, and unemployment insurance (NIH Training awards)
  - f. Books, Subscriptions
  - g. Expenses in obtaining a Visa
  - h. Unallowable object codes
2. Inapplicable expenses including but not limited to:
  - a. All sponsored project funds
    - i. Expenses outside the performance period (allowable and applicable expenses occurred during the approved pre-spending period will be included).
      1. Payroll, including bi-weekly wages paid after the performance period, even if partially applicable to the project period
      2. Non-payroll expenses with document dates outside the performance period
3. Undocumented questionable expenses including but not limited to:
  - a. All sponsored project funds
    - i. Warning object codes
    - ii. Animal/human subject charges without a protocol number (in any award sequence)
    - iii. Rent expenses when the fund has an on-campus F&A rate
  - b. Additional questionable expenses for federally funded sponsored project funds
    - i. Administrative salaries
    - ii. Equipment purchased during the last 90 days of performance period

**APPENDIX E – Complete and Accurate Closeout Packet**

Departments are to submit a COP to EFM by the deadline stated in PAMS. The closeout packet summarizes final expenses to be reported to the sponsor which EFM will utilize to complete the final deliverable. All department approvals are to be processed in PAMS along with adequate supporting documentation, reconciling expenses to the general ledger. Below are closeout packet areas best practices.

Closeout Packet Areas	Best Practice
<ul style="list-style-type: none"> <li>• Summary by Sub</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriation and Expense match the General Ledger</li> </ul>
<ul style="list-style-type: none"> <li>• Warning Object Codes</li> <li>• Non-Payroll Expense Outside Project Period</li> <li>• Payroll Expense Outside Project Period</li> <li>• Administrative Salary</li> <li>• Equipment (purchased within 90 days of award end date)</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable justifications explaining the direct benefit of the expense to the award</li> <li>• Expenses charges to the fund are allowable and are incurred for the performance period</li> <li>• Expenses outside of the performance period need to be supported by adequate documentation</li> <li>• Non-payroll expenses: copy of invoice with delivery date of service/good and amount</li> <li>• Payroll expenses: earn dates within performance period</li> </ul>
<ul style="list-style-type: none"> <li>• Cost sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Cost share report signed by PI and detail general ledger/payroll detail ledger supporting the cost sharing expenses</li> </ul>
<ul style="list-style-type: none"> <li>• Sponsor specific template</li> <li>• Detailed back-up documents</li> </ul>	<ul style="list-style-type: none"> <li>• Completed sponsor template matches closeout packet figure</li> <li>• Detailed back-up as requested by sponsor is submitted with the closeout packet</li> </ul>

**APPENDIX F – Materially Incomplete or Inaccurate Closeout Packet**

A COP that is materially incomplete or inaccurate is missing any of the areas described below resulting in EFM applying the Fund Closeout Procedure to complete the final deliverable. This analysis will exclude questionable costs that could have otherwise been justified by the department in the closeout packet. The award administering unit will assume financial responsibility for costs not claimed in the final financial deliverable.

<b>Closeout Packet Areas*</b>	<b>Incomplete or Inaccurate Areas</b>
<ul style="list-style-type: none"> <li>• Summary by Sub</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriation and Expense do not match the General Ledger</li> </ul>
<ul style="list-style-type: none"> <li>• Warning Object Codes</li> <li>• Non-Payroll Expense Outside Project Period</li> <li>• Payroll Expense Outside Project Period</li> <li>• Administrative Salary</li> <li>• Equipment (purchased within 90 days of award end date)</li> </ul>	<ul style="list-style-type: none"> <li>• Missing or inadequate justifications</li> <li>• Lack of adequate documentation for expenses outside of the performance period</li> </ul>
<ul style="list-style-type: none"> <li>• Cost sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Cost share report not completed and/or missing back-up of cost share expenses</li> </ul>
<ul style="list-style-type: none"> <li>• Sponsor specific template</li> <li>• Detailed back-up documents</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor specific template not filled out and/or does not match the closeout packet figures</li> <li>• Detailed back-up documents not submitted with closeout packet</li> </ul>

\*These areas illustrate common scenarios but are not comprehensive.

**APPENDIX G – Email Notification of Submission of Final**

To: Department Administrator  
 CC: PI and Department Management  
 Subject: Fund [XXXXX]: Final Deliverable Submitted

Dear name,

The final financial deliverable for the above-referenced award has been submitted to the sponsor. A copy of the submitted deliverable is attached and can also be downloaded from PAMS. See below for key information.

Fund Number:	
Award #:	
PI Name:	
Sponsor Name:	
Project Period:	
Invoice/Report Due Date:	
Additional Award Requirements:	

[A closeout packet was not submitted to EFM by the deadline] or [The submitted closeout packet was materially incomplete and/or inaccurate]. In adherence with Sponsor and University policies and guidelines requiring timely submission of a final financial deliverable, EFM conducted a review of this fund, following the procedure for [Financial Closeout of Federally Sponsored Projects](#). Please find below the financial specifics of the finalized figure.

Total authorized		\$x
Total expenses posted to g/l as of [mm/dd/yyyy]	\$x	
(Less): Inapplicable or Unallowable expenses to be moved off from the fund	(\$x)	
Add (less): Overhead adjustments	\$x	
(Less): Cost Overrun to be moved off from the fund	(\$x)	
Final expenses invoiced or reported		\$x
<b>Unobligated balance</b>		\$x

[ADDITIONAL VERBIAGE will be included AS APPLICABLE]

Any costs not claimed in the final must be transferred out from the fund no later than 30 calendar days from the final due date.

Information on the closeout procedure can be found at:

<https://efm.research.ucla.edu/closeout-overview/>

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## APPENDIX G – Email Notification of Submission of Final (con't)

Below are examples of additional verbiage that may be included as applicable.

### **Restricted Funding**

This award includes restricted funding (e.g. Administrative Supplement, Diversity Supplement, etc.). Please refer to NOAs for details. If total expenses and balances of restricted funds were not provided by the closeout packet due date, the balances were not disclosed in the final, thereby placing restricted funding at risk for non-reimbursement by the sponsor.

### **Cost Sharing**

This award includes a cost share requirement. Without an accurate and complete cost share contribution report, EFM cannot attest to the fulfillment of the commitment and will report \$0.00 as committed cost share to the sponsor. The department assumes full financial responsibility if the sponsor requests full or partial reimbursement of the award for non-compliance.

### **Detailed Back-Up**

This award requires detailed back-up by the sponsor. If the department has not provided the necessary back-up, EFM will proceed to submit the final deliverable to the sponsor without it. The department assumes full financial responsibility if the sponsor requests full or partial reimbursement of the award for non-compliance.

### **Cost Overrun**

This award has a cost overrun. Please provide EFM an unrestricted FAU to cover the cost overrun no later than 30 calendar days from the final due date. If an unrestricted FAU is not provided by the deadline, EFM will utilize the department unrestricted FAU XXXXXX-XX-XXXXX to cover the cost overrun.

### **Unallowable Expenses**

All unallowable expenses must be transferred out from the fund no later than 30 calendar days from the final due date.

### **Expense Accrual Reversal**

There are pending adjustments included in the closeout packet that have not yet posted to the project fund. EFM posted these adjustments as expense accruals to the project fund. Please notify EFM promptly when these adjustments become realized expenses to ensure the timely reversal of the accrual.