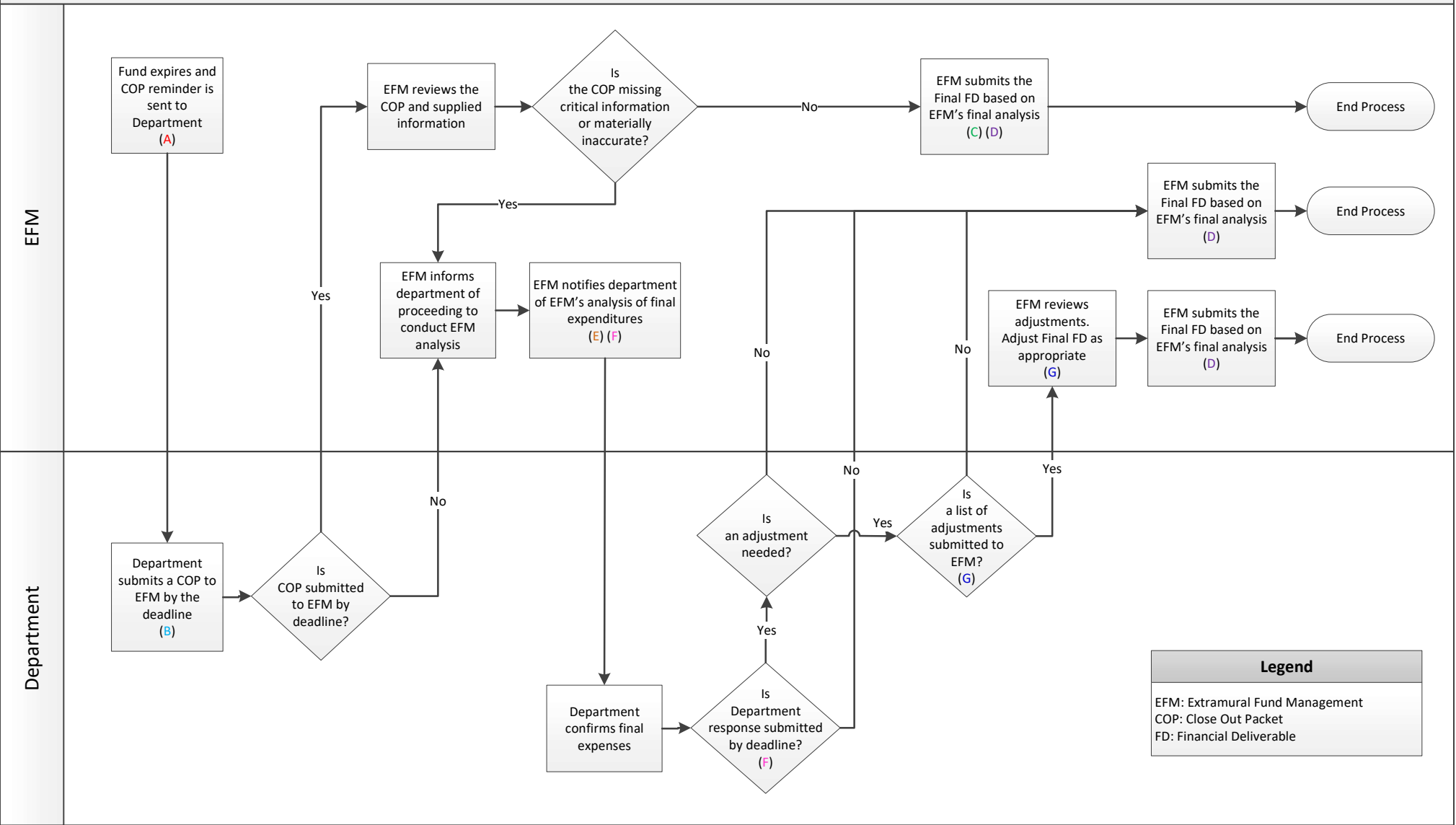


Procedure to Complete the Final Financial Deliverables for the Awards Sponsored by Non-Federal Agencies (Effective January 1, 2017)

Last Update: 7/2/2025



Legend

EFM: Extramural Fund Management
 COP: Close Out Packet
 FD: Financial Deliverable

- Notes**
- A) COP reminder is sent 15 days prior to the COP deadline to EFM.
 - B) Refer to EFM Website fund closeout section for COP deadlines
 - C) Final submitted to the sponsor might have a different final expenditure from those in the COP submitted if additional requested information is not provided timely.
 - D) Copy of the Final is retained in PAMS & is downloadable by the department for all awards. Final may/may not be required by Sponsor.
 - E) Refer to Appendix D in the procedure document for questionable costs which will be considered unallowable or inapplicable without appropriate documentation at time of EFM Review.
 - F) Refer to Step #4b and #4c in the procedure document for Deadlines for communication of final expenditures between EFM and the department.
 - G) List of adjustments must be accompanied with appropriate supporting documents and submitted by the deadline referenced in the Step #4c in the procedure document.