

Financial Reporting, Billing, and Closeout

Office of Sponsored Programs



Where Innovation Is Tradition

Overview

- Types of Sponsored Awards
- Types of Invoices
- Frequency of Invoices
- Types of Sponsors
- Reporting Requirements
- Types of Financial Reports
- Award Closeout

Types of Sponsored Awards

- Cost Reimbursable
 - Provide for payment of allowable costs incurred, to the extent prescribed in the agreement
- Firm Fixed Price
 - Operate under an established price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the agreement
- Progress Pay
 - Payment to a sponsored project made as work progresses; upon the basis of costs incurred; a percentage of completion accomplished; or a particular stage of completion

Types of Invoices

- PMS Drawdown
 - Federally sponsored projects that are paid via letter of credit
 - Costs are incurred and then “drawn down” in the Payment Management System
 - Includes Department of Education, Department of Health and Human Services, National Science Foundation, and NASA Goddard
- Non-PMS Drawdown
 - Federally sponsored projects where the funds are drawn electronically
 - Includes Department of Justice, Department of Homeland Security, Department of State, NASA Ames, NASA Langley, USGS, Department of Commerce/NIST, Department of Energy, NOAA, USDA, and Virginia Department of Justice

Types of Invoices (Cont.)

- 270B Form
 - Standard form used to request advance or reimbursement payments on all other federally sponsored projects in which the University is the prime recipient and no other type of invoice is specified in the award
- 1034 Form
 - Standard form used as a public voucher for purchases and services other than personnel for federally sponsored projects
 - Only used when specified in the award document

Types of Invoices (Cont.)

- OSPB
 - Generic OSP invoicing format used to bill sponsored projects where no specific format has been provided
- OSPF
 - Generic OSP invoicing format used to bill George Mason University Foundation
- Others
 - Directly into sponsor system
 - Sponsor provided format

Frequency of Invoices

- The frequency in which a sponsored project is invoiced is specified in the contract
- Most commonly:
 - Monthly
 - Quarterly
 - Milestones, Deliverables, or Schedule
- If no guidance is provided in the award document, OSP will invoice monthly

Types of Sponsors

- Federal and federal pass-through
 - 20XXXX funds
- Non-federal and Foundation Accounts
 - 22XXXX funds

Reporting Requirements

Type of Reports	Submission Duration	Submission Date
Interim Financial & Technical Reports	Follow sponsor directions (can be on a monthly, quarterly, semi-annual, or annual basis)	No later than 30 days after the end of each reporting period
Final Financial & Technical Reports	By the completion of award agreement	Anywhere from 30 to 90 days after the project period end date

Reporting Requirements (Cont.)

- Reports must be submitted in a timely manner
- Failure to submit reports on time can result in deobligation of future funds and the risk of not receiving new awards
- PI is responsible for submitting technical reports on time


Types of Financial Reports

- SF 425
- ED 524B
- PI Reports
- Sponsor-Provided Format

Award Closeout

- Microstrategy sends out automated 30, 60, 90 Day Alert email notifications to PIs for sponsored projects nearing the end of the period of performance (POP) and information regarding actions that may be need to be taken

From: "Reporting Support Team" [<mailto:noreply-rsteam@gmu.edu>]
Sent: Saturday, July 11, 20 9:01 AM
To: [Redacted]
Subject: PI Report Alert (30, 60, 90 day) for PI [Redacted]


PI report - 30, 60, 90 Alert for PI

[Link to PI Quick Guide](#)
[Link to PI Dashboard](#)

07/11/20

Dear [Redacted]:

The following awards are scheduled to end within the next 30,60,90 day ranges.

Grant	PI	Sponsor	Start Date	End Date	Funded Amount	Expenses To Date	Commitments	Avail Amount
222	[Redacted]	Department of [Redacted]	11/1/20	9/15/20	299,919.00	290,376.06	5,000.00	4,542.94

Information provided from Banner as of 07/11/20; there may be updates in progress that are not yet reflected in Banner.

If this is an incrementally funded project and you anticipate additional funding.

- Please review the schedule of deliverables for your project and ensure that you have submitted any required interim reports.
- Once an increment is received, please submit to OSP any necessary Funding Change forms to continue personnel effort on this project.
- If the sponsor does not authorize automatic carryover of funds between project years you will need to request approval; contact your Research Administrator if you are unsure or to request approval.

Award Closeout (Cont.)

- If no additional funding or no cost extension (NCE) is expected, the following is required:
 - Process necessary paperwork to ensure all appropriate project expenses are charged within the POP
 - Review project charges to make sure all are allowable and allocable to the project and if any adjustments are required, initiate the appropriate transfer action to move the charges
 - Review the schedule of deliverables and required reports for the project and send copies of any final reports to OSP
 - Contact Print Services and Telecom to discontinue any chargebacks to the project and close any petty cash accounts, if applicable
 - Ensure all temporary positions are terminated
 - Submit FCFs for permanent positions to designate new funding sources for these employees

Award Closeout (Cont.)

- Closeout process usually begins 60 days following the end of the POP
 - If the sponsor requests closeout before that time, GMU will comply
- At 60 days an e-mail is sent to the PI including closeout information, the amount of the award, expenses, and unspent funds
 - Also includes a list of the sponsor's closeout reporting requirements and the date these reports are due
- There are two aspects to closeout:
 - Closing with the sponsor
 - Closing within GMU's financial system (Banner)

Closing with the Sponsor

- In many instances, the sponsor will send a request for closeout documentation
- For the majority of awards, the award document must be reviewed carefully to determine what are the final reporting requirements
- In other cases, closeout activities on the sponsor side may not be initiated until several years after the end of the POP
 - The sponsor will send a closeout package when they close on their end, but OSP can proceed with closeout process in Banner if everything else is in order, and then complete closeout documents when they are received

Closing in Banner

- A closeout checklist is used to guide the closeout process in OSP
- Items that prevent award closeout:
 - Project is overspent
 - Payments have not been received
 - Project has positive cash

Closing in Banner (Cont.)

- In order to close an award in Banner, all of the following must be completed:
 - All cost overruns must be resolved by the department
 - ✓ JVs and/or FCFs should be submitted as quickly as possible to move off any charges exceeding the award amount
 - No outstanding invoices
 - ✓ GMU must have received payment for all invoices submitted to the sponsor
 - Subcontract encumbrances must be closed, if applicable
 - ✓ OSP will send the subcontractor closeout paperwork to complete
 - ✓ As the end of the subcontract agreement approaches, PIs should remind subcontractors that they must submit their final invoices to OSP within 30 days of the end of the subcontract agreement so that these charges can be included with the final invoice to the sponsor

Types of Closeout Documents

- Final financial report
- Final technical report
- Final patent report
- Final inventory report of federally-owned property
- Subcontract closeout paperwork

Final Financial Report

- Includes:
 - The amount of the award to GMU
 - How much GMU has spent
 - How much we have received in payment
 - If there are any funds to return or de-obligate
- For non-federal awards with no specific financial reporting format, a report from Microstrategy is usually sufficient
- The SF 425 is a standard federal form used for many federal grants as a final financial statement

Final Technical Report

- Completed by the PI
- If the PI sends the report directly to the sponsor, send OSP a copy for the file
- Many reports can be submitted online (NSF via research.gov, NIH via eRA commons)
- It is the PI's responsibility to send in the technical report in a timely manner

Final Patent Report

- States whether any patents were developed using the funds from the project
- An e-mail is sent to the PI to determine whether or not there are any inventions to be reported
 - The Office of Technology Transfer is copied on these e-mails for verification
- Negative reports are often required at closeout when there are no inventions to report
- The DD 882 is the most commonly used federal form used to report patents
 - Some agencies may use other forms (i.e. NIH uses HHS 568, DOE has a specific format)
- In the event there are patents to report, the patent report form will be sent to Office of Technology Transfer to fill in the necessary information

Final Inventory Report

- If the award document or sponsor guidelines indicate that any property/ equipment purchased vests with GMU, then the equipment is the University's and we do not have to report on it
- If the award document states that property/ equipment vests with the sponsor, then we report on it, and at the end of the project we request disposition instructions
 - The DD 1662 is a federal form used for reporting equipment for DOD projects
 - If there is no specific report format, OSP generic format can be used
 - In many cases a negative report is required for closeout
 - GMU usually requests to keep the equipment

Final Inventory Report (Cont.)

- Equipment is defined as an article of tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
- If government furnished equipment is provided, please notify OSP

Subcontract Closeout

- If a project has subcontractors, GMU will send a request for closeout documentation to the subcontractors
 - These documents are not passed along to the sponsor, but keep them in the subcontract file
- GMU must confirm the subcontractor has invoiced and been paid for all work completed, and that they have not developed any patents

Firm-Fixed Price Awards

- Reviewed at 60 days after the end of the POP
- If the balance remaining is less than 15% of the award amount, the unexpended funds will be transferred to the PI's pool org

Firm-Fixed Price Awards (Cont.)

- If the balance remaining exceeds 15% of the award amount, additional paperwork is required
 - A fixed-price closeout worksheet will be sent to the PI
 - All questions on the worksheet must be answered clearly and with as much detail as possible
 - Worksheet must be signed by the PI, unit chair, and dean or director
- If the balance remaining exceeds 35% the form must also be reviewed and approved by the University Controller
- The remaining funds minus the applicable indirect will be transferred to the PI's pool org once form is submitted

File Management

- All files in the closeout process are tracked using an excel spreadsheet
- When a project is fully closed, a label on the outside of the file will include the date of closeout
 - Files are kept on-site for 3 years
 - Moved to off-site storage for 7 years
 - Total retention period of 10 years

Questions?

Contact:

Beth Ives

Manager, Reporting and Billing

703-993-2989

bives@gmu.edu