**Award and Project Closeout Process**

**Central Offices (FGC, OSP, and Payment Services)**

- **New Emory Custom Report 15 and populates the “PACT”**
  - Verifies (and addresses instances where the following cannot be verified)
    1. That all accounting adjustments made during Final FSR/Final Invoice process have cleared; if not, follow-up on why not cleared.
    2. That all encumbrances have cleared; if not, contacts AP.
    3. That there are no remaining budget deficits (if there are clears them) or balances (if there are notifies FGC).
    4. That no additional charges have been added; if so, moves to proper account.
    5. That award expenditures match those on Final FSR/Invoice; if not, makes accounting adjustments to add or remove them, and then ensures that billing runs.
    6. That billed expenses match cumulative expenses; if not, notifies FGC.
    7. That all AR has been invoiced. If not, contact FGC.

- **Performs project budget adjustment to match final expenses**
- **Verifies FGC that budget adjustments needed**
- **Re-runs Emory Custom Report 15 and verifies budget adjustments made by FGC**
- **Completes Close Out Checklist with any necessary documentation attached**

**FGC Closes Award and Project and Sends to Sponsor**

- **Emails closeout form to FGC Help Desk documentation indicating ready for final closeout within 30 days after final FSR due date or 30 days after end date if FSR not required.**

- **FGC clears AR, as needed**

- **FGC closes project and inactivates smartkeys and notifies RAS/Department.**

- **FGC uploads document to I:Drive, Compass, and completes open milestone in Compass.**

**Award and Project Closeout Process**

**Central Offices (FGC, OSP, and Payment Services)**

- **Performs project budget adjustment to match final expenses**
- **Notifies FGC that budget adjustments made**
- **Re-runs Emory Custom Report 15 and verifies budget adjustments made by FGC**
- **Completes Close Out Checklist with any necessary documentation attached**

**FGC Closes Award and Project and Sends to Sponsor**

- **Emails closeout form to FGC Help Desk documentation indicating ready for final closeout within 30 days after final FSR due date or 30 days after end date if FSR not required.**

- **FGC clears AR, as needed**

- **FGC closes project and inactivates smartkeys and notifies RAS/Department.**

- **FGC uploads document to I:Drive, Compass, and completes open milestone in Compass.**

**END OF PROCESS**

---

**Note:** If no FSR/Final Invoice Due, 90 days after project end date.