

## ***POLICY***

### ***SPONSORED AWARD CLOSEOUT***

<i>Topic</i> <b>Sponsored Award Administration and Management</b>	<i>Category:</i> <b>Closeout</b>	<i>Policy No:</i> <b>5.180.05</b>	<i>Effective Date:</i> <b>12/26/2014</b>	<i>Page No:</i> <b>1 of 1</b>
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**Purpose:** To identify the procedures for the closeout of sponsored awards.

**Policy:**

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the Business Office will facilitate the closeout process in a timely manner including the processing of necessary corrections and adjustments.
2. The Business Office will identify the closeout period as part of the initial award review process.
  - The closeout date is the date that all final documents must be received by the sponsor.
  - The closeout period is the period that all final documents must be processed and sent to the sponsor.
  - The Business Office should process all corrections 30 days prior to the contractual due date of reports to allow for processing time.
  - Financial and Technical reports are due NO Later than 90 calendar days from the term date of the award



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