

Office of Research Administration
1500 Illinois Street
Golden, CO 80401-1887

June 8, 2015

To: Deans, Department Heads and Center Directors,

From: Ralph L. Brown, Director of Research Administration

Re: Streamlining Grant Closeout Process

In order to respond to increased enforcement of the federal regulations requiring closeout of grants within 90 days and prudent management of sponsored research projects, ORA has initiated the following process to streamline the grant closeout process:

- A. Upon the expiration of a grant if a grant has a \$500 or less total cost deficit, the deficit will automatically be moved first to the PI's research development (RD) fund. If the PI does not have available RD funds, then the deficit would be moved in order of priority with consultation of the appropriate fund manager to:
 1. Appropriate gift fund.
 2. Center or department fund.
 3. College funds.

- B. After two notices after expiration of a grant, if a response has not been received from the PI, a deficit of any amount will be moved to the PI's RD fund. If the PI does not have an available RD fund, then the deficit would be moved in order of priority with consultation of the appropriate fund manager to:
 1. Appropriate gift fund
 2. Center or department fund
 3. College funds.