**Closeout Process 2008**

1. **CnGs Review** "Expiration Report" and compare to Existing Milestones (120 Days prior to Expiration)

2. **Update Milestones prior to 45 Day Email**

3. **90 Day Email to PI and Department Administrator**

4. **45 Day Email to PI and Department Administrator**

5. **Expiration Email to PI and Department Administrator**

Is No Cost Extension needed?

- **YES**
  - Make Request to Sponsor and inform DSR/CnG

- **NO**
  - Start Closeout Activity
    - Review Encumbrances
    - Review Subcontracts
    - Review Payroll Distributions
    - Review Cost Sharing

**Conclude Closeout**
- Clear Encumbrances
- Approve Final Sub Invoices
- Move Employees from this Payroll source
- Finalize Cost Sharing Documentation

- PI/Department must conclude Closeout Activities **within 45 days** following expiration

- **CnGs and DSR finalize closeout task within 90 days** following expiration

**Closeout Aging Report** (>90 days) will monitor timeliness

- **Final Settings in myUFL to reflect Closeout completed**

**Department Reminder** – If you have equipment reported on a closing project – submit a **Report of Transfer** form to Asset Management