

Award Close-Out

After the funded project is complete, UNMC must administratively close out the project with the sponsor and internally.

Technical Reporting

In general, a final technical report should include:

- Summary of progress made toward the achievement of the originally stated aims
- List of significant results (positive or negative)
- List of publications
- Report on the inclusion of study subjects (gender, minority, children)
- Description of any data, research materials (such as cell lines, DNA probes, animal models), protocols, software, or other information resulting from the research that is available to be shared with other investigators and how it may be accessed

Please see your notice of award for project- and sponsor-specific requirements, due date, and submission mode.

Financial Reporting

Sponsored Programs Accounting will work with you to reconcile the SAP account and submit the final financial report to the sponsor. In order to close the account,

- All financial activity must be recorded
- All funds due to UNMC must be received
- Any unexpended funds must be returned to the sponsor or moved to a non-sponsored account, as allowed by sponsor policy

UNMC typically has 90 days to submit the final financial report, covering activity since the last report and all cumulative activity.

Invention Reporting

If any inventions were conceived or first actually reduced to practice during the project:

- UNeMed must report them to the federal government via the iEdison system (if federally funded) or the sponsor's Intellectual Property office
- SPAdmin must report them to the sponsor's Grant Management office, using the:
 - HHS 568
 - DD 882
 - Other form

Auditing

After a project is completed and closed out, UNMC's reporting responsibilities continue for a period of time, including:

- Sponsored Programs Accounting including the award (if federal) on UNMC's A-133 audit
- Sponsored Programs Accounting makes the results of the audit available to sponsors (e.g., other universities that have subcontracted to UNMC)
- Sponsors can choose to examine UNMC's financial records

Record retention

UNMC must retain financial and programmatic records and supporting documents after the close of the project. Disposition schedules vary by NU and sponsor policy and by document type. UNMC's Director of Business Services serves as UNMC's records retention officer.

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