Shout It Out: Methods to Achieving ‘Clean Close’

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Shannon Clarke, Closeout Project
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Budget Development
Submission Deadlines
Project Spending
Sponsor Reporting
Effort Management
Priorities & Expectations
And how to achieve clean close...

Objectives

After this session, Grant Managers will:

- Be able to define clean close
- Know how to plan for an upcoming project closeout
- Have knowledge of closeout best practices and associated technologies to execute a clean close
- Understand how to document expenses on the ZF114 to ensure a timely and accurate final financial report/invoice
Clean Close

What does it mean?

Clean Close = Effective + Timely

- By the Closeout Docs due date, all allowable financial transactions post to the ledger and required closeout documents (Tasklist, PI Attestation and Obligations Worksheet) are submitted to closeoutdocs@duke.edu

Why does it matter?

- Allows for on time and accurate financial reporting to the sponsor
- Positions Duke to meet Federal sponsor requirements and minimizes financial risk

Achieving Clean Close – Your Project Ends When?

- Planning for closeout starts at the beginning
  – Award setup is key to getting off on the right foot
  – Proactive award management sets up for a successful project close
  – Closeout actions should start at least 90 days prior to project end date
Wait... How do I get to that screen again???

CJ03: Project/Work Breakdown Structure

• Who is the assigned OSP Liaison?
• Is the backstop code appropriate?
• What is the allowable F&A rate?
• Who are the assigned Workflow Approvers (GM 1/2, Travel, AP Check Request, etc.)?
• Is the project Federal Prime? What is the Prime Award #?
Achieving Clean Close

- Things to keep in mind – project specific
  - Payroll deadlines and effort planning
  - Subrecipient Management
  - Obligations/Commitments
  - Invoices (Vendor, Internal Billing, Good Receipts)
  - Workflow

Projects Approaching End Date

- What projects are ending?
- What is coming due in the next 90 days?
Project Obligations

- What personnel have active cost distributions that include this cost object?
- Are there outstanding procurement obligations/commitments?
- Are the subcode obligations being resolved?
- What is my project closeout docs due date?

Duke@Work Report

2015 Symposium for Research Administrators

ZF600: Sponsored Research Closeouts

- What projects are Federal?
- What is the Parent WBSE for my subcode?
- Are funds available for existing obligations?

ZF600:

<table>
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<tr>
<th>Project</th>
<th>SPS</th>
<th>PARENT</th>
<th>Proj Desc</th>
<th>Federal</th>
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<th>Org Desc</th>
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SAP Report
Initiate Tasklist

• It is a tasklist, not a checklist
  – Working document designed to help facilitate the closeout process
• Based on the Project Obligations, what is the scope of this closeout?
  – How many personnel changes will be needed?
• ZF600 includes key information to address:
  – Human subject research: Which subsection applies?
  – Revenue questions: Is the project Letter of Credit (LOC)?
• How much effort is associated for all personnel?
• Did we meet our effort commitment requirements?
• Were there supplements paid on this project?

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<th>Appt Term</th>
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<th>July 01/2014</th>
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Supplement

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**Weighted Average**

**Duke@Work Report**

**Workflow Status by Cost Object**

• What is the status of an iForm that was submitted by another department?
• Is there travel pending approval on this project?
• Who is the current approver and what is his/her email address?
• What is the status of the rebudget?

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**iForms Cost Object Workflow Status Report**

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**Duke@Work Report**

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### Projection Tool

- Is the project forecasting an overdraft or balance?
- What future expenses are anticipated?
- Are the expenses to date lining up with the approved budget?

### Duke@Work Report

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- Is there an approved plan for CAS items on the project? [cost element: SPCAS]
- Are reviewable G/Ls documented? [cost element: SPREVWGL]
- Does the equipment have an appropriate budget?

### ZFR1E: Inception to Date (with Plan)

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<th>Cost elements</th>
<th>ITD Plan</th>
<th>Current No Actual</th>
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<th>ITD Actual</th>
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</table>
Almost there...

- Worked through the Tasklist and have signature/date on the PI Attestation – All Sections Green!
- Remaining step is the ZF114 – What are you really trying to do?
  - Communicate with the Closeout Implementation Teams and Office of Sponsored Programs (OSP)
  - Communication tool, not a report
  - What does it mean when an item is listed on the ZF114?
    • The ZF114 serves to document the line items that posted after the project end date, but are allowable on and allocable to the project. These expenses will be included in the final financial report/invoice to the sponsor.
    • If you achieve a Clean Close – then no additions will be needed on the ZF114!! No activity after end date, no ZF114 is needed!!!

ZF114: Analysis of Transactions after End Date

I am expecting a correction to post...how do I communicate that this expense needs to be included in the final financial report?
Final Steps...

• Submit required documents to closeoutdocs@duke.edu
  – Tasklist
  – PI Attestation
  – ZF114 (if applicable)
  – Obligations Worksheet (if applicable)
• Check status of closeout docs (ZG52/ZG53)
• Confirm final invoice/report submission (ZG53)
• Monitor until code is closed (CJ03)

ZG52: Closeout Notification Status Report

- What is the status of closeout documents for projects in my BFR?
- Which closeout docs are missing for the subcodes?
ZG53: Closeout Tracking

- Has the final financial report been submitted?
- Have the subcodes completed all closeout docs yet?

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<td>COMP</td>
<td>18/07/2015</td>
<td>ZF114 Biling section review complete - doc... 16/07/2015 DRR</td>
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<td>CHECKLIST</td>
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<td>PI Attestation</td>
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<td>ZF114 Received document - pending general... 09/25/2015 NEW2</td>
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<td>Obligation Worksheet</td>
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<td>ZF114 Documentation Required... 08/29/2014 ARNO016</td>
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Subcodes

- Project: Z936770
- Complete: Y
- 18/07/2015 DRR

Look for Attachments!!

CJ03: Project/Work Breakdown Structure

- Has the WBSE been closed?
- I would like to view the Final Invoice/Final Financial Report. How can I view what was submitted to the Sponsor?

SAP Report
Achieving Clean Close – How to get the job done?

• Review your project and consider WHAT needs to happen WHEN in order to SUCCEED

• Map out a game plan – ask yourself, how can I get this closeout clean?
  – What questions need to be answered?
  – What actions are required?
  – What steps involve coordination with others?
  – What needs to be done today? Next week? In a month?
  – Are there potential issues that could arise?

Departmental Closeout Calendar

Best Practices for when to begin various closeout tasks and associated responsibilities. Activities begun in a certain timeframe may need continued work and follow-up throughout the closeout process. Always review award documents to confirm particular sponsor requirements that may vary from general practices. Closeout Tasklist Sections are referenced below where applicable.

Responsibilities:

- Initiate NCE Conversation with PI and Review: Sponsor Guidelines for NCE Requests
- Initiate Tasklist and Review All Sections for Applicability
- Update Projections through Project End Date
- Communicate Project End Date and Closeout Timeline with Internal/External Subrecipients
- Initiate Communications with PI and other Departments as needed to Plan for Effort Changes (Section 1)
- Initiate Conversation with PI re: IRB Protocol (Section 6)

- Continue Progress on Responsibilities Above
- Initiate NCE Request, if Applicable
- Update Projections
- Confirm Sponsor Required Effort Commitments are Met
- Initiate Payroll Actions, Including Necessary Retroactive Effort Adjustments (Section 1)
- Review Award Document and Ledger for Compliance

Resources:

- Projects Approaching End Date
- SPS NCE Request Form (coming early 2015)
- Closeout Tasklist and Quick Reference
- Templates for Subrecipient Communications
- Projections Tool

GAP:

- 200.180 Closeout of Sponsored Project
- 200.190 Parent/Child Sponsored Project Management
- 200.280 Monitoring Subrecipients – Federal Funds

In Addition to Above:

- Payroll Deadline Calendars
- Project Obligations Report
- Weighted Average Report
- Employee Data Search/Form Initiation
- Payroll Access Quick Reference
- ZF11I TD Report (SPCAS, SPREV/WGL)
- CAS/Rebudget Form

- 200.170 Effort Reporting
- 200.171 Cross Organizational Unit Payroll Management on Sponsored Projects
- 200.320 Direct Costing on Sponsored Projects
- 200.340 Cost Accounting Standards (CAS) on Sponsored Projects
Let’s Discuss

- Envelope for each small group includes a project closeout scenario
- Discuss your scenario as a team
- Determine how to plan for a Clean Close based on best practices and available reports

As a group, map out your game plan –

Determine:
- What questions need to be answered?
- What actions are required?
- What steps involve coordination with others?
- What needs to be done today? Next week? In a month?

Consider:
- What reports will provide key information?
- Are there potential issues that could arise?

As a group, did you have outstanding questions?
Resources

- **Closeout Calendar** ([http://finance.duke.edu/research/training/other.php](http://finance.duke.edu/research/training/other.php))
  - Includes Related GAPs, Tools and Reports
  - Tasklist – Section 6. Human Subjects/IRB - Section Overview
  - Workflow Status Reports
  - ZF114
- **Classroom Training via LMS**
  - Steps to Closeout (*under development*)
  - Post-Award Fundamentals
  - Post Award Effort Management
  - Sponsored Projected Web Reporting
  - SAP Advanced Sponsored Projects Reporting

QUESTIONS?

THANK YOU