It’s the Final Countdown: Project Closeout in OSP

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It’s the Final Countdown: Session Objectives

• Understand OSP’s role in the closeout process
• Understand interactions with partnering offices
• Understand how OSP manages their workload toward successful closeout
• Know where to look and how information in SAP Master Data can inform you about project closeout
• Understand and interact with key communication points in the process
• Identify opportunities for enhanced efficiencies in the process
OSP’s Roles in Closeout

OSP is at ‘home base’ as the final set of eyes on financial information to our sponsors. Therefore, we act to ensure:

• Accurate information, in the format required by the sponsor is provided,
• Financial invoices/reports are provided in a timely fashion,
• Cash has been received/posted or is recognized as an AR item,
• Compliance with Duke and Sponsor specific terms and conditions are met,
• WBSE closeout occurs as quickly as is possible,
• The institutional certifications on financial forms and reports represent consistent costing practices.

OSP’s Partners in Closeout

• Department Grant Managers/Administrators and PIs
• Implementation Teams (I-Teams)
• Treasury Billing Services (TBS)
  • Distribution/Submission
  • Accounts Receivable
  • CLSD status for 29X and 39X WBSEs
• Research Costing and Compliance (RCC)
• Accounts Payable (AP)
• Pre-Award Offices (ORA and ORS)
• Sponsors
OSP’s Workload Management

• Not always first in – first out
  • Can’t move forward without all closeout documents
  • Early receipt of closeout documents
• Prioritization happens daily
• Financial Impact and Risk
  • OSP Management Tool
  • Knowledge of Sponsor Requirements and Relationships
• Sponsor Due Dates

SAP/Master Data—How it Can Inform You about Closeout

Key Master Data Fields (CJ08)
• Liaison – Main Point of Contact for Award Management questions/challenges
  • Billing Section (A, B, C, D and G)
• CC Backstop/WBS Backstop
• Federal Prime Grant #/Sponsor Name
SAP/Master Data—How it Can Inform You about Closeout

Key Master Data Fields (CJ08)
- Contractual Agreement
- Carryfwd Allow
- Funding Basis
- Rebudget Class

SAP/Master Data—How it Can Inform You about Closeout

Closeout Notification System (CONS)
- ZG53
  - REC1 – Closeout Documents received by OSP
  - COMP – Final review complete, pending Sponsor Report
SAP/Master Data—How it Can Inform You about Closeout

Attachments of Invoices / Reports
  • ZFR1E – Drill into revenue to see invoices

SAP/Master Data—How it Can Inform You about Closeout

Attachments of Invoices / Reports
  • CJ08 – Click on ‘Services for Objects’ for Sponsor Final
Specific Analytical Steps In Closeout

Financial and Compliance Analytics:
• Run ZFR1AN – overall financial health of the code (expense and revenue)
• Review the Tasklist – looking at comments
• Payroll charges after the project end date
• Assessment of Reviewable GLs:
  • Assessment of CAS expenses
  • Assessment of Equipment costs
  • Assessment of Cost Sharing Commitments
• Review status of any Subrecipient final invoices
• Review for open commitments
• Assessment of F&A/indirect expenses
• Assessment of Carryforward, Restrictions, Obligated Expenses and Unliquidated Balances
• Movement of project from REL to CLSD status

OSP’s Key Communications During Closeout

At closeout, often time is of the essence…..OSP communications can come from the Billing Section, Liaison Team and/or leadership and be in the form of:
• Email
• Phone Call
• QuickParts
Opportunities for Efficiency During Closeout

• Payroll after Project End Date
• Subrecipient’s Final Invoice
• Cost Sharing
  • Salary (non-NIH cap)
  • Non-salary
• Equipment
  • Plan vs. Expense
  • Proper Use of GLs
  • Equipment Screening Form
• Obligation Worksheets

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Thank You for Coming – Here’s to Reaching New Heights Together!