

Document Type: Policy

Retrieval Number: 11,035

Subject: Award Closeout

ORGS Office: Office of Sponsored Programs

CMU Partner Office (if applicable): N/A

Originator & Original Date: Sarah Hall 11/20/2025

Annual Final Approval Provided By: Executive Director for Research and Innovation

Applicable Area: Post Award

Revision Date(s) and Name of Editor:

Timing of Review: annually in February

Date(s) of Review(s):

Published Location (website, share drive, etc.): Website & share drive

Purpose:

To ensure the successful non-financial closeout of externally-funded projects, excluding industry sponsored clinical trials.

Key Definitions:

- **Non-financial closeout** – All sponsor requirements have been met – deliverables, technical/narrative reporting, additional closeout reporting, etc. outside of the final financial report, if required.

General Background Information:

- **Procedure #10,051** – Award Closeout Procedure

Narrative/Details:

At the end of a project there are important items to consider ensuring the project comes to an orderly close. Central Michigan University (CMU) has an obligation to sponsors to fulfill non-financial reporting, and other, requirements as outlined in the terms and conditions of an award.

Effective December 1, 2025, prior to indicating that an award has been successfully closed out regarding non-financial requirements, a member of the Post Award team will review the project and ensure that all obligations have been fulfilled and, if applicable, a copy of any narrative/technical reports are on file. Once it has been confirmed that all requirements have been met, the award's status will be updated accordingly in the Office of Sponsored Programs' (OSP) internal systems.

Remedies:

If this policy is not followed, the Post Award team member's direct supervisor will review the award to ensure a successful non-financial closeout. The supervisor will then meet with the Post Award team member to review the project and this policy.

Exceptions

Exceptions for this policy may be granted by the Vice President for Research and Innovation, or their designee, in alignment with other applicable university, federal, state, and sponsor regulations and any other necessary approvals.