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**Boston College: OFFICE FOR SPONSORED PROGRAMS  
AWARD ENDING NOTICE**

Our records indicate that the award listed in the subject line is scheduled to end in ninety days. The process to financially close this account must begin now.

The present available budget can be determined using the ACR Report or by working with your



**Subawards** – Are subaward obligations complete? Remind subrecipients to submit final invoices as outlined in their agreement based on requirements for BC to submit final reports. If the subaward is complete, please work with your pre-award administrator to close out any open balance.

**Equipment**– If this award has a fabrication that is now complete, fabricated assets should be converted to capital assets before the award is closed out. If this award has Federally-owned or Government-furnished equipment, the pre-award administrator will complete the required property reports and coordinate final disposition instructions with the procurement office and the Federal Government if needed.

**Final Reports** – Review programmatic deliverables/reporting schedule, based on terms and conditions of the award. Post award administrator will submit the final financial report/invoice after verifying the ending balance with your department. If you have any questions regarding non-financial reports, please contact your pre-award administrator.

**Over expenditures** – Any over expenditure must be resolved prior to the budget/award end date. This needs to be done before the award can be moved to closed status. If applicable complete a cost transfer request for in order to identify a funding source for over-expenditures.

Noncompliance with award closeout policies, including late submission of any report, may jeopardize future funding from sponsors to all of Boston College. Your timely attention to these closeout details is greatly appreciated. Please do not hesitate to contact your Pre or Post OSP administrator if you have any questions.

### **Important Information**

#### **Late Reporting to Sponsors**

Federal regulations (specifically the Uniform Guidance 2 CFR § 200.344) require recipients of federal awards to submit all reports within 120 days of the award end date. Late reports not submitted within one year of the award end date are now required to be reported by the federal sponsor as a material failure to comply to the OMB-designated integrity and performance system. **Any reporting to FAPIIS will negatively impact**