



Project Closeout Policy

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POLICY

Humboldt State University Sponsored Programs Foundation (HSUSPF) receives award funding from various sources including, but not limited to federal, state, local, non-governmental, and private funders. This policy establishes procedures to properly close out awards to fulfill all obligations of the project in the required time frame as required by the funder. For the purposes of this policy, the terms “project” and “award” are interchangeable.

For federal awards beginning on, or after December 26, 2014, HSUSPF Grant Analysts will comply with Code of Federal Regulations, Title 2: Grants and Agreements, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). For federal awards beginning before December 26, 2014, the appropriate federal regulations in place at the time will be followed.

For awards with non-federal funding sources HSUSPF will follow the closeout procedures as outlined in the award agreement.

In cases where the award funder considers the award to be closed and all obligations of the project to be met, but HSUSPF still has not received payment on the final submitted invoice, the project will be considered to be closed. Awards will be considered to be closed, irrespective of their review by the Compliance Officer.

HSUSPF will provide all funder required documents to close out the agreement with the funder within the required time frame. Internally, HSUSPF will keep the project open past this date to ensure final receipt of funder payments and processing of the Project Closeout Checklist.

RELATED DOCUMENTS

- Title 2: Grants and Agreements, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- California State University Policies and Procedures