Recommendations for Subaward Closeout

90 days before subaward period end:
- Review spending pattern to determine potential for unexpended funds.
- Develop plan to expend or modify and retain.

30-60 days before subaward period end:
- Remind subrecipients of final deadlines (final progress, final invoice etc. per the terms of the agreement).
  - Troubleshoot any issues impacting deadlines.
- Continuing work under a new subaward? Discuss transition/preparation plans from one year to the next (if continuing work under a new subaward).
- Submit any required subaward requests.
- If applicable, review subaward advance repayment status & coordinate to insure advance will be fully repaid by issue of final invoice.

On subaward end date:
- Send email reminder to subrecipients for end of period & due dates of final invoice & report.

Before submitting closure request to OSP:
- Confirm final invoice has been received, signed, marked final and payment has posted against budget.
- If applicable, confirm any advances have been fully repaid and encumbrance on budget has been liquidated.
- If there are unexpended funds remaining on the Blanket Purchase Order (BPO) and it is still in an “open” status, closeout the BPO in Ariba.