

Richard Duckworth - Closeouts

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All,

In order to meet our reporting deadlines this month, and each month thereafter, we must have your closeout in Contracts and Grants by the date it is due to this office. We must put each report (both interim and final) through a second review prior to submission to the agency, therefore we need our allotted number of working days to complete the review process. If we do not have your closeout by the C&G due date we will report what is in WRS as of the project end date.

While it will still be necessary to **remove** erroneous charges we will no longer revise reports to include additional charges once we have prepared our report. This has in fact always been the policy of Contracts and Grants, however in practice we've tried to accommodate the delays that you (Colleges) face through no fault of your own.

Please keep in mind that a valid redistribution number and a valid JV number are REQUIRED to process a reconciling charge on a closeout. Given the recent changes in the over 90 redistribution process on ledger 5 projects, please plan ahead when processing redistributions as it may not be possible to complete the process in close proximity to the closeout due date.

Regards,

Julie

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