



## **Procedure 206-06 Grant Closeout**

**Sponsor: Business and Administrative Services**

### **Purpose**

The purpose of this procedure is to outline the steps that will be followed at the end of an approved grant period.

### **Definitions**

Grant or Program manager is a responsible employee appointed to manage each grant. The grant or program manager may or may not function as the grant's official principal investigator (PI).

Principal Investigator (PI) is the person who takes direct responsibility for completion of a federally funded project. The PI reports directly to the funding agency and is responsible and accountable for the proper conduct of the project or program including the submission of all required reports.

### **Procedure**

At the end of each grant period, a final budget to actual report is prepared by the Business Office and provided to the grant manager. This report is reviewed for accuracy and any discrepancies will be researched and resolved before a final financial report is submitted to the granting agency. All final financial transactions will be completed, summarized, and reviewed no later than 90 days after the end of the grant period.

The grant manager will prepare and submit all final reports required by the granting agency regarding program outcomes, effectiveness, and/or performance.

If a program will continue with renewed funding, equipment and supplies purchased by the grant will stay with the program for continued use.

For federal programs that are not continuing, the grant manager will identify all program equipment and supplies, and transfer equipment and supplies to another federal program whenever possible. Any equipment not retained for use by a federal program will be handled by any other method allowed under 2 CFR § 200.313.

For non-federal programs that are not continuing, equipment and supplies will be kept or disposed of by a method allowed by the granting agency.

The College will retain all grant program records for the time required under current Arizona Records Management Schedules.

### **References**

Arizona Office of the Auditor General Uniform System of Accounting and Financial Reporting for Arizona  
Community College Districts  
Uniform Guidance 2 CFR § 200.313  
Arizona State Library Records Retention Schedules

**Procedure History**

09/11/2019      New

**Legal Review**

None