Internal Closeout Timelines – Milestone Matrix

- This matrix reflects the dates from project and activity termination of key closeout milestones for the three internal closeout timelines

<table>
<thead>
<tr>
<th>Closeout Timeline</th>
<th>Project Notifications</th>
<th>Activity Notifications</th>
<th>Activity Inactivation</th>
<th>FSR Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH &amp; NSF</td>
<td>- 90</td>
<td>- 60</td>
<td>+ 15</td>
<td>+ 90</td>
</tr>
<tr>
<td>(Grants &amp; coop. agreements)</td>
<td>At term</td>
<td></td>
<td></td>
<td>+ 120</td>
</tr>
<tr>
<td>Other Prime Sponsors</td>
<td>- 90</td>
<td>- 60</td>
<td>+ 15</td>
<td>+ 60</td>
</tr>
<tr>
<td>(NIH &amp; NSF: contracts, fully spent projects)</td>
<td>At term</td>
<td></td>
<td></td>
<td>+ 90</td>
</tr>
<tr>
<td>Inbound Subawards</td>
<td>- 90</td>
<td>- 60</td>
<td>+ 15</td>
<td>+ 40</td>
</tr>
<tr>
<td></td>
<td>At term</td>
<td></td>
<td></td>
<td>+ 60</td>
</tr>
</tbody>
</table>
Closeout Timeline for NIH & NSF Awards

Sponsor deadline: **120 days**

Closeout milestones and notifications for a prime award:

- **90 Days Prior to Project End Date**
  - SPF distributes First Notification to PI’s and DA’s, alerting to impending closeout

- **~90 Days Prior to Project End Date**
  - SPF distributes Second Notification to DA’s, alerting to impending activity inactivation

- **~60 Days Prior to Activity End Date**
  - SPF distributes Third Notification to PI’s and DA’s, requesting expense certification

- **At Project Anniversary or End Date**
  - SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation

- **~15 Days After Activity End Date**
  - SPF distributes

- **90 Days After Activity End Date**
  - Deadline for processing all transactions in ARC, Activities inactivated during nightly ARC process, and expense validations due to SPF

- **90-120 Days After Project End Date**
  - SPF executes final funding recovery, prepares & submits final financial report
Closeout Timeline for Other Prime Sponsors

Sponsor deadline: 90 days

Closeout milestones and notifications for a prime award:

Will apply to fully-spent NIH & NSF projects in the future

<table>
<thead>
<tr>
<th>Period</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>~90 Days Prior to Project End Date</td>
<td>SPF distributes First Notification to PI’s and DA’s, alerting to impending closeout</td>
</tr>
<tr>
<td>~60 Days Prior to Activity End Date</td>
<td>SPF distributes Second Notification to DA’s, alerting to impending activity inactivation</td>
</tr>
<tr>
<td>At Project Anniversary or End Date</td>
<td>SPF distributes Third Notification to PI’s and DA’s, requesting expense certification</td>
</tr>
<tr>
<td>~15 Days After Activity End Date</td>
<td>SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation</td>
</tr>
<tr>
<td>90 Days After Project End Date</td>
<td>Deadline for processing all transactions in ARC, Activities inactivated during nightly ARC process, and expense validations due to SPF</td>
</tr>
<tr>
<td>60 Days After Project End Date</td>
<td>SPF executes final funding recovery, prepares &amp; submits final financial report</td>
</tr>
</tbody>
</table>

~15 Days After Activity End Date

SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation.

60 Days After Project End Date

Deadline for processing all transactions in ARC, Activities inactivated during nightly ARC process, and expense validations due to SPF.

61-90 Days After Project End Date

SPF executes final funding recovery, prepares & submits final financial report.
Closeout Timeline for Inbound Subawards

Sponsor deadline: **60 days**

Closeout milestones and notifications for an inbound subaward:

- **90 Days Prior to Project End Date**
  - SPF distributes First Notification to PI’s and DA’s, alerting to impending closeout

- **~90 Days Prior to Project End Date**
  - SPF distributes Second Notification to DA’s, alerting to impending activity inactivation

- **~60 Days Prior to Activity End Date**
  - SPF distributes Third Notification to PI’s and DA’s, requesting expense certification

- **At Project Anniversary or End Date**
  - SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation

- **~15 Days After Activity End Date**
  - Deadline for processing all transactions in ARC, Activities inactivated during nightly ARC process, and expense validations due to SPF

- **40 Days After Activity End Date**
  - SPF prepares and submits final invoice

- **41-60 Days After Project End Date**

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**COLUMBIA UNIVERSITY**
**IN THE CITY OF NEW YORK**