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 (Grants &amp; coop. agreements)</td>
<td>- 90</td>
<td>At term</td>
<td>- 60</td>
<td>+ 90</td>
</tr>
<tr>
<td>Other Prime Sponsors (NIH &amp; NSF: contracts, fully spent projects)</td>
<td>- 90</td>
<td>At term</td>
<td>- 60</td>
<td>+ 60</td>
</tr>
<tr>
<td>Inbound Subawards</td>
<td>- 90</td>
<td>At term</td>
<td>- 60</td>
<td>+ 40</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

- **120 Days After Activity 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

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

- **At Project Anniversary or End Date**
  - SPF distributes Third Notification to PI’s and DA’s, requesting expense certification

- **~15 Days After Activity End Date**
  - SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation

- **60 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 Days After Project End Date**
  - SPF executes final funding recovery, prepares & submits final financial report

- **~60 Days Prior to Activity End Date**
  - SPF distributes Second Notification to DA’s, alerting to impending activity inactivation

- **~15 Days After Activity End Date**
  - SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation

- **60 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 Days After Project End Date**
  - SPF executes final funding recovery, prepares & submits final financial report

- **~15 Days After Activity End Date**
  - SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation

- **60 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 Days After Project End Date**
  - SPF executes final funding recovery, prepares & submits final financial report

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

- **~60 Days Prior to Activity End Date**
  - SPF distributes Second Notification to DA’s, alerting to impending activity inactivation

- **At Project Anniversary or End Date**
  - SPF distributes Third Notification to PI’s and DA’s, requesting expense certification

- **~15 Days After Activity End Date**
  - SPF distributes Fourth Notification to DA’s, emphasizing forthcoming activity inactivation

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

- **41-60 Days After Project End Date**
  - SPF prepares and submits final invoice

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**Columbia University**

*In the City of New York*