

Award Closeout Announcement

August 7, 2018

The University of Miami is required to adhere to federal and other sponsors' award administration requirements, which include timely and proper closeout of all sponsored awards. As a result, the Office of Research Administration sends out communication when awards are set to expire. Once the award has expired, a separate communication will be sent notifying the department and providing a due date by which all expenditures must be reconciled and, if needed, corrections made and outstanding invoices paid. It is important that these dates are strictly followed and to allow sufficient time for all transactions to post. Transactions processed within days of the given deadline may not be fully approved by the time ORA submits the final invoice or final financial report on the award and will therefore not be included in the total cost on the invoice or report.

Also, note that federal requirements do not allow for expenditures to be billed until the payment to the payee has been settled. The settlement process may take as long as a month from the date that the payment was processed by Accounts Payable. Payments that have not been settled will not be included in the final invoice or financial report, and therefore, transferred to a non-sponsored account.



For additional information, please visit the ORA website at www.ora.miami.edu.

If you have any questions, please email us at ora-si@miami.edu.