



Important Close Out Information

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Topics

- Financial Information
- Important Dates
- Documentation

Financial information

- Will be sending “operating statement” to PI’s
- Need feedback on how much of remaining balance you realistically expect to spend by closeout date.

**Important – we are NOT asking for this information in anticipation of cutting your budget. We simply need to know how much to report to USAID as being actually needed for the final quarter.



Important Dates to
Remember for Close
Out

7/1/2014

- Beginning of the final quarter of SANREM.
- Time to begin actively planning for close out.
 - Subawards
 - Invoicing up to date

9/30/2014

- **Currently, the official end of all SANREM activities.**
- **No expenditures incurred beyond this date can be reimbursed.**
 - It is strongly advised that no one purchase supplies/equipment during the last month.
 - Fall 2014 tuition for students?

45 Days after Close Out (10/14/2014)

- **Final invoice is due to Virginia Tech from all LTRAs.**
 - Invoice must be marked “Final”
- **Final technical report is required prior to payment of the final invoice.**
- **Return of all unused advanced funding from all subawardees (US and HC)**

Close Out Documentation

- Final Technical Report
- Final Invoice
- Disclosure/release form
- Inventory of property



Questions?