Summary of Closeout Schedule

- **Departmental Pre-Expiration Review**
  - Request No-Cost Extension
  - Finalize Expenditures
  - Draft Final Reports
  - If no NCE, Begin Completing Closeout Checklist

- **Departmental Post-Expiration Review**
  - Post Final Expenses
  - Review Expenditure Report
  - Send Cost Share Documents to Grant Accountant

- **Closeout**
  - On-Time Final Reports Submitted by PI
  - PI/Project Bookkeeper Finalize Closeout Checklist

- **Award End Date**
  - -60 -45 -30 Days
  - +30 Days
  - +45
  - +60
  - +90
  - +120

- **Advance Closeout Notification By Grant Accountant**
  - PI verifies deliverables have been met by subcontractor(s)
  - NSF-Approved No-Cost Extension required 45 days prior to project expiration

- **All project time extension requests should be submitted by PI to Office of Research**

- **Last day for changes or to provide evidence of agency-approved time extension**

- **Last opportunity to check for errors (on-line expenditure statement date + 2 working days)**