AUTOMATED CLOSEOUT REPORT (ACR)  <http://www.udel.edu/research/preparing/faq.html#acr>

1. **What is the purpose of the Automated Closeout Report (ACR)**

The Automated Closeout Report is a mandatory closeout document that reduces the administrative burden of research accounting and fiscal management by providing award closeout data all in one report. This report reduces the amount of time spent on running a multitude of queries to produce items that need to be reviewed for compliance.

1. **When is the Automated Closeout Report generated?**

The ACRs are normally created on the 1st day of every month for awards that are set to end in 90 days. For example: ACRs are generated on Feb 1st for Awards that are set to end April 1-April 30th.

1. **Do I need to use the link provided in the email to access my ACR?**

No. The link is provided for your convenience. You may also access the report via this website: <https://primus.nss.udel.edu/projectcloseout/>.

1. **Who is authorized to generate an Interim Report?**

Anyone who has access to view the purpose.

1. **Who is authorized to generate an Automated Closeout Report?**

The Sponsored Research Accountants.

1. **Who initially receives a Closeout Report?**

The person identified as the research department administrator in the grants system. The PI, Effort Manager, Contract & Grant Specialist and Sponsored Research Accountant are also copied on the communication.

1. **Who is authorized to view or work on a Closeout Report?**

Anyone who has access to view the purpose is able to view the Closeout Report. Only the individual who the current holder is able to work on the report.

1. **Who is authorized to receive a forwarded Closeout Report?**

Anyone who has access to view the purpose.

1. **Who receives the Closeout Reports for multi-project awards with multiple departments (multiple projects)?**

The research department administrator for the lead PI will receive all of the Closeout Reports. That person is responsible for forwarding the reports to the other research administrators for completion. A comment should be added to return the completed report to you, the lead administrator, for final review of project management and oversight prior to submitting to the Office of Sponsored Programs.

1. **What if only one or some of the projects on a multi-project award need to be closed?**

Contact a Sponsored Research Accountant and ask for an ACR to be created for just the projects which need to be closed.

1. **Who do I contact with questions about the Closeout Report, or for assistance with technical difficulties?**

The Sponsored Research Accountant listed at the top of the closeout report. Please do not contact your Contract & Grant Specialist; they have view-only access to the Closeout Report.

1. **I can' find my Closeout Report using the Search for Closeout Reports section, what's wrong?**

The search boxes are extremely precise, any typos, extra spaces pasted in, etc. will result in the message “Your search returned no results. Select different criteria.” Using the lookup feature is more forgiving – it is not case sensitive, so you can just type the first few characters of the criteria. You can also use your notification email link to go directly to that specific Closeout Report. If the search still produces no results, please contact a Sponsored Research Accountant to create and push a report to you.

1. **I received an ACR but there is a no cost extension or renewal pending, what should I do?**

Click on the “Yes” button to answer the first question on the form. Provide a status or explanation in the boxes that appear and submit the ACR.

1. **I received an ACR for an already completed closeout, what should I do?**

If there is nothing outstanding for the closeout, note the situation in the comments box at the bottom of the form and submit as completed.

1. **When is the ACR due?**

For most federal awards, final invoicing and final financial reporting is due to the sponsor no later than 90 days after the end date. Therefore, for most federal awards, the closeout review process should be completed by the department, including time for the Research Office review, no later than 60 days after the end date. This will help ensure all necessary financial transactions are recorded in the system prior to invoicing and final financial reporting. It will also prevent potential loss of funding. For most other awards (including federal flow-through), the completed ACR should be returned to the Research Office in time to submit the final invoice on time, as determined by the terms of the agreement. The invoice could be due by 30, 60, or 90 days after the end date. Please refer to the award agreement and sponsor guidelines. Generally, closeout reviews (including both department and Research Office participation) are to be completed no later than 30 days before the final invoice due date. This will help ensure all necessary financial transactions are recorded in the system prior to invoicing.

1. **Do I hold the ACR until the final technical report has been submitted?**

No, the Office of Sponsored Programs should submit the financial reporting (including final invoice) to the sponsor on time, even if the final technical/progress report will be submitted at a later date. Please indicate the anticipated submission plans on the ACR and return the ACR as soon as your financial analysis is complete. Once the Sponsored Research Accountant has completed the financial review, the ACR will be returned to the Department Administrator so that documentation for the final technical report can be added.

1. **What happens when I click on the submit button at the end of the form in the routing and authorization section?**

If you are submitting the completed form, it will automatically be sent to the Research Office. If a Sponsored Research Accountant is listed as the closeout contact, that person will receive an email notification indicating the form has been submitted. If you are forwarding the form for someone else to work on, and have included that person’s email and any relevant comments, they will receive an email notification indicating the form is available to them.

1. **When I use a lookup window to search, I only see 10 items listed from which to choose?**

In the upper right corner of the lookup window you will see blue hypertext “11-20”, “21-30”, etc. Click on the numbers to see each page of ten items. To go back down the list, click on the numbers at the far left. The total number of search results appears directly above the list box.

1. **The grant ended 7/31/10. In the after end-date section, an expense has an accounting date of 8/3/10 and a transaction date of 7/14/10.**

This would not be considered an after end date transaction and no backup needs to be attached.

1. **I have a really long list of unallowable transactions, but I don’t think they are really unallowable?**

The ACR is retrieving potential unallowable costs based on typical awards. It can’t retrieve unallowable costs based on each specific award, so there may even be transactions that are unallowable on your award, but aren’t on the ACR list. The list is for your convenience only, as a starting point for the review and analysis of expenses. Comments and backup requirements may be different for each award. Most awards require written justification/comments on how charges are allowable. The Sponsored Research Accountant will contact you if more information is needed.

1. **For subcontract activity, why does some activity listed not have a PO#?**

This section will list expenses recorded to subaward accounts 153200 and 153300. If an expense was recorded from a source other than a payment from a PO (such as a Journal Voucher), a PO# number will not be listed. In the event an expense was recorded by a Journal Voucher, the Req# will be listed in lieu of the PO#.

1. **Can the ACR be forwarded to non-university personnel, for example to have a subcontractor attach their final closeout documents?**

No, only people with a University of Delaware email address and have access to the purpose can receive and work on an ACR. Documents and communications from a subcontractor or other non-UD personnel can be included on the ACR as an attachment.

1. **If we are the contractor on someone’s grant, is there any difference with regards to how the ACR should be processed?**

No, when we are the subrecipient, it is handled like any other award.

1. **What if I get an error message that my documentation file is too large to attach to the ACR?**

First, try to save the file as a black & white, or smaller pdf. Sometimes, saving as a smaller file is all that’s needed. For large quantities of backup, please use the UD dropbox with this address: [closeout-reports@UDel.Edu](mailto:closeout-reports@UDel.Edu). A link is also included in the upper right of the ACR screen. Alternately, you could send hard copies via campus mail. Either way, please include a note in the comments field that you are sending the backup separately.

1. **Does the ACR address all issues which need to be reviewed for closeout?**

No, each award may have unique terms or issues that need individual attention. Please consult your award for special terms and conditions. If additional items need to be addressed after you submitted your ACR, the Sponsored Research Accountant will contact you.

1. **I need to update some sections of the ACR after it’s been submitted to the Research Office?**

The Research Office may return the ACR for additional documentation, or the department can request it back for updates, as long as the closeout hasn’t been completed by the Research Office.

1. **The forms look a little different from the last time I logged in?**

Over time, the forms will be revised and enhanced, as needed by new federal mandates, system requirements and as requested by users.

1. **What do we do about after end date or unallowable charges that have already been removed?**

If the transactions listed in the view detail have all been removed, you do not need to do anything. If the amount nets to zero, you must still ensure that all items listed in the view detail have been removed. If there are any outstanding JV’s, please provide the Req id(s) in the comments box.

1. **Is there a specific naming convention for attachments?**

No. However, if you have more than one attachment, it’s helpful for the reviewer if they are named for easy identification, possibly using the account or type of transaction in the name.

1. **What evidence is needed for final report submission?**

The Research Office needs to see proof that a report was sent (when and to whom). A copy of a cover letter or an email where the report is attached would be sufficient. An email from the sponsor, stating that all technical reporting requirements have been met would also be ok. If you are attaching an email, please be sure that the recipient or sender at the sponsor is clearly identified (an @gmail address with no signature block is not enough). For NSF and NIH awards, a statement that the PI has submitted the report is all that’s needed.

1. **Can you cut and paste into the comment section(s)?**

YES

1. **What is the difference between a status of “Unsent” versus “New”?**

When the ACR is first created, a status of “Unsent” allows Research Office to review the reports prior to actually pushing them out to the departments. Once checked, RO pushes the reports, which creates a status of “New”.

1. **If the project/purpose has a “D” in the title can departments assume that the award/project is closed?**

Yes, however you still have access/ability to view the closeout report. The reports are being created based on award dates, not individual project end dates.

1. **Can departments still access the report to later add proof of final technical report submission?**

Once the Sponsored Research Accountant has completed the financial review, the ACR will be returned to the Department Administrator so that documentation for the final technical report can be added.

1. **Does the department need to contact RO to have the report re-routed to them?**

Yes. A Sponsored Research Accountant and/or the current form holder are the only ones who can re-route an existing ACR.

1. **Can you provide more information on purpose project conflict section of the ACR?**

Actual Purpose/Project discrepancies are rare. This section may retrieve cost share transactions that are tagged with the grant project id and have a departmental purpose. These are not true purpose/project discrepancies and can be ignored. If there has been very recent transaction activity, the difference may be the F&A costs which haven’t hit yet. The discrepancy will go away, usually by the next day. Contact the Sponsored Research Accountant for clarification of anything posted in this section.

1. **How do you retrieve an ACR, either one that’s new or one you have been working on?**

You can always go directly to the relevant ACR from the email link you received when the ACR was forwarded to you. You can also search using a variety of criteria from the Search for Closeout Reports section. The criteria boxes on the Grants Project Closeout Report Menu screen require very precise data entry. They are case sensitive and the entry must be exact, with no extra spaces or misplaced digits or punctuation. The lookup feature for each section is much more user friendly, with more accurate results. The creation date search will be more useful to the Research Office, since the departments won’t necessarily be aware of when any given ACR was initiated.