Federal Fund Closeout Procedure
Frequently Asked Questions

1. How can I get notifications alerting me that a fund is soon expiring?

- PI: confirm if your email address in UCLA Personnel Payroll System (PPS) is accurate
- Department Administrator: confirm with your IT office if you are on the distribution list of the department contact email

2. When is a due date to submit a closeout packet to EFM?

<table>
<thead>
<tr>
<th>If the Report is Due to the Sponsor</th>
<th>Then the Closeout Packet is Due to EFM</th>
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<tbody>
<tr>
<td>60 days or more after the project end date</td>
<td>30 days prior to the sponsor deadline: (e.g., 60 days after the project end date if sponsor deadline is 90 days)</td>
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<td>14-59 days after the project end date</td>
<td>Sponsor deadline divided by 2: (e.g., 20 days after the project end date if the sponsor deadline is 40 days)</td>
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3. I missed the deadline to submit a closeout packet to EFM. Are costs at risk for non-reimbursement?

Even if EFM has not received a closeout packet, to ensure recovery of allowable and applicable costs incurred for the project, EFM will prepare the final invoice or financial report based on expenses per the general ledger, and submit it to the sponsor on time. In absence of closeout packet, EFM will exclude costs that are deemed questionable from the final invoice or financial report.

4. I missed the deadline to submit a closeout packet to EFM. When EFM prepares the final invoice or financial report without a closeout packet, will I be informed of the final expenses to be invoiced or reported to the sponsor?

Yes, EFM notifies the PI and department administrator of the total expenses to be included in the final invoice or financial report by the 15th of the month the final invoice or financial report is due.

5. I missed the deadline to submit a closeout packet to EFM. EFM has notified me of the total expenses to be included in the final invoice or financial report. I have additional expenses that need to be included. Can these be included in the final invoice or financial report?

Yes, please submit a revised closeout packet to EFM including all adjustments along with supporting documents for EFM to verify these transactions are allowable and allocable to the project by the 22nd of the month the final invoice or financial report is due to the sponsor.

6. I missed the deadline to submit a closeout packet to EFM. EFM has notified me of the total expenses to be included in the final invoice or financial report. I have additional expenses that need to be included but do not have supporting documents ready. Can these be included in the final invoice or financial report?

No, without supporting documents, EFM cannot verify if these transactions are allowable and applicable. Therefore, EFM will not include these transactions from the final invoice or financial report.

7. Can I get a copy of the final invoice or financial report submitted to the sponsor?

Yes, EFM emails the PI and department administrator a copy of the final invoice or financial report submitted to the sponsor.