NON-GRA NT COST CENTERS

- All requests must be submitted by the Fiscal Officer to Systems Administration.
- Systems Administration freezes the cost center to being the closeout process.
- Once all balances are zeroed out the cost center is inactivated. *(A cost center will continue to appear in ARA until the cost center is inactivated).*

GRANT COST CENTERS

Grant cost centers begin the close-out process 90 days after the official end date of the award. In order for grant cost centers to be closed-out, all budget deficits must be resolved by transferring out the excess cost. Additionally, any cost identified by the sponsor as unallowable must be transferred to an appropriate cost center. Finally, any costs incurred, posted, or transferred into the grant cost center beyond the 45 day adjustment period must be transferred out as reimbursement for these costs cannot be recovered from the sponsor.

- OPM adjust budgets to actuals.
- Accounting Operations verifies all ledger balances are zeroed out.
- Once all balances are zeroed out the cost center is inactivated. *(A cost center will continue to appear in ARA until the cost center is inactivated).*

CONTACT INFORMATION

Systems Administration – Sumaiya Mehreen, ext. 4702 or Kyra Detwiler, ext. 3934

Accounting Operations (Grant Closeouts) – Tracy Lederer, ext. 4518

Accounting Operations (Plant Accounting) – Lynette Lin, ext. 4944

OPM (Office of Post Award Management) – General Information, ext. 4750