



# NIH Closeout Initiative

Commons Work Group  
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**NIH** National Institutes of Health  
Office of Extramural Research

- Changes apply to grants with end date after 9/30/2014
- Adding search function in Commons allowing institutions to identify upcoming grants scheduled for closeout
- Revising current follow-up letter templates and procedures; adding another standard follow-up letter
- Adding Final Report Additional Materials (FRAM) functionality to request additional materials for Final Progress Reports
- Adding a closeout completion e-notification to grantee, including post-closeout records retention requirements

# Search Upcoming Closeouts in Commons

## Grant Closeout Report Search By IPF Number

Enter IPF Number:

Submit Query

Press this button to run.

Reset Query

Press this button to start over.

**Note:** This query will return a list of grants that have a project end date within the next 90 days for a selected grantee institution. To find an institution, you must enter the complete IPF number. Please be patient, the more grants on the returned list, the longer the query takes to run.

This query also identifies whether a grant has already received a no-cost extension (NCE). Grantees may initiate a one-time, [NCE](#) of up to 12 months for a project. The NCE may be requested only by the Signing Official, no earlier than 90 days before the end of the project period and no later than the project's end date.

Additionally, the closeout report search by IPF number identifies the due date of required final reports, no later than 90 days after the project end date, for each grant. Note: the "Requires Closeout" link for submitting a Final Federal Financial Report, Final Progress Reports, and/or Final Invention Statement and Certification will appear in eRA Commons within two weeks following the project end date.

**Location:** [http://era.nih.gov/commons/quick\\_queries/index.cfm](http://era.nih.gov/commons/quick_queries/index.cfm)



# Search Upcoming Closeouts in Commons (cont.)

## Query Output – Upcoming Closeouts

Org Name	NIH Full Grant Number	PI Name	Project End Date	Already in NCE Period? (Y or N)	Final Reports Due
					[90 days from project end date]

NCE = No Cost Extension

### Reports Required for Closeout

- Final Federal Financial Report (except for Fellowships)
- Final Progress Report (except for Fellowships for which the Termination Notice will continue to serve as the Final Progress Report)
- Final Invention Statement and Certification (except for Training grants, Fellowships, and certain other programs—e.g., activity codes C06, R13, R25, S10)

# Standard Follow-up Letters

- Adding a 3<sup>rd</sup> standard follow-up letter from the Closeout Center
  - Letters sent at 15, 91, and 121 days after project end date
- Automating issuance of 2<sup>nd</sup> and 3<sup>rd</sup> letters based on status code for each applicable report in GCM
- Modifying current templates for follow-up letters with stronger language on accountability and potential enforcement actions

- Functionality: PRAM for Final Progress Reports (FPR)
- eNotification generated by PO to PI and SO requesting additional information regarding the Final Progress Report
  - Additional recipients may be added
- Body of the email includes standard text and space for specific request(s)
- Provides link to upload materials
- PO has the ability to send reminders (repeats the original request message)
- Two new FPR statuses in Commons—“FRAM Requested” and “FRAM Submitted”

# Delegations for FPRs and FRAM

- Currently SOs may delegate authority to submit an RPPR to the PI for grants subject to SNAP.
- **Question:** Would SOs like the ability to delegate such authority to submit FPRs/Final RPPRs and FRAM PIs?
  - If so, should this be applicable only to SNAP grants, or to all FPRs/Final RPPRs?

# Closeout Completion E-notification

- Adding a closeout completion e-notification sent to grantee automatically when NIH completes “normal” (i.e., not unilateral) closeout
- Notification reminds grantee of post-closeout records retention requirements
- Excerpt:
  - Thank you for fulfilling the final reporting requirements for the grant referenced in the subject line above. {IC name} has accepted the final reports submitted, and the award is now officially closed. Please note that you must retain pertinent grant records for a period of 3 years from the date of submission of the final Federal financial report. The records retention requirement, and other relevant post-closeout, reminders are summarized below.