In the Approval section of Closeout, the system will automatically approve at all levels including College Business Officer (CBO) unless you remove the CBO name and replace it with the departmental name.

To gain College Research/Business Officer and TEARS (The Employee Activity Reporting System) access to the Closeout system, contact Thelia Burrell via email at Thelia_Burrell@ncsu.edu or by phone at 919-515-8006. The college provides departmental access through the routing process. SAR requests are not necessary.

Closeouts are routed for review, processing, and approval 30 days prior to the Budget End Date.

All closeouts will be routed to the College Business Officers (CBOs) no later than the 15th of each month.

If you need a closeout manually added to the Closeout system, contact the Fiscal Manager assigned to the project.
The default sequence number for all Closeouts is ‘1’ to indicate that it is the original (Interim or Final) Closeout form.

The following Accounts (i.e., Object Codes) are restricted from use: 51891 (University Benefits) and 58960 (F&A).

Click “Attachments” on the Closeout Tab to include supporting documentation for C&G. Do NOT upload copies of reports that can be easily retrieved in FINANCIALS by C&G Staff, such as WRS printouts, screenshots, or other reports.

Remaining funds (i.e., residual cash) from a Fixed Price Project **MUST** be expended within 90 days of the project end date or transferred to a ledger-7 account.

All closeouts with a December 15th – January 3rd Contracts and Grants (C&G) due date are due to C&G by the 1st of December.

Email: Thelia_Burrell@ncsu.edu