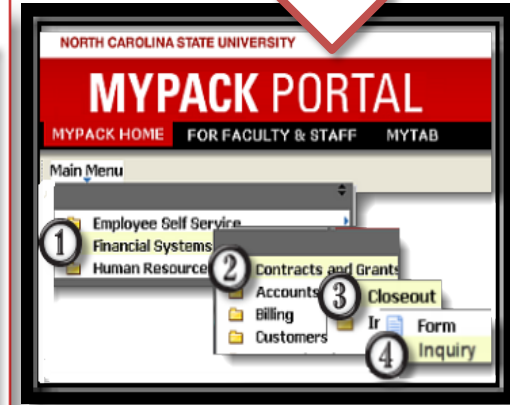
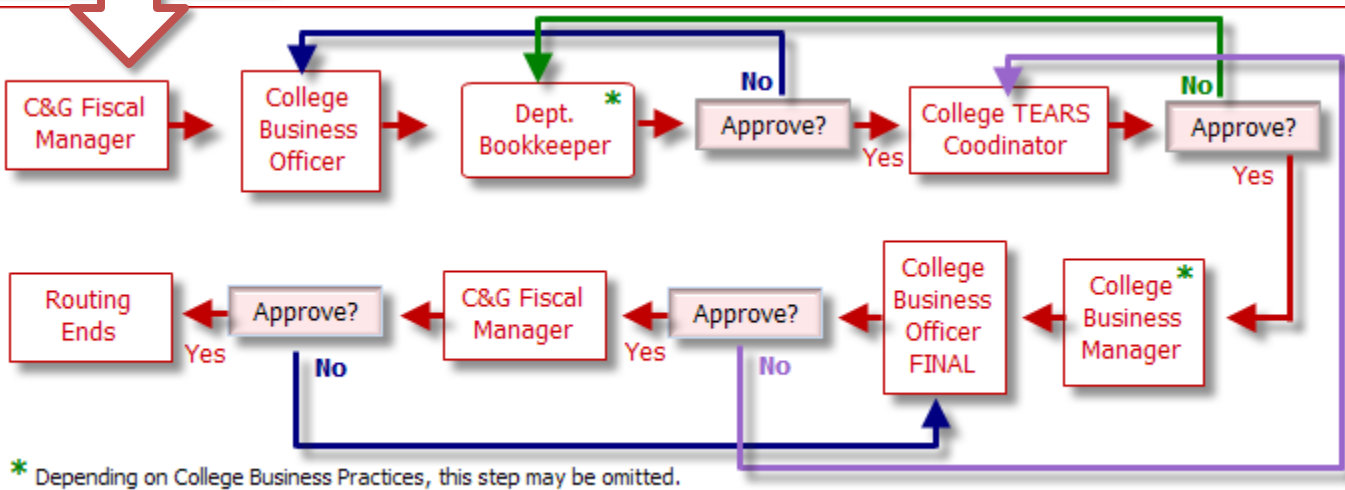


Closeout – Getting Started Quick Reference Guide

Who does what?

How to access?



How do I find the Closeout due date?

- View the due date list on E-Closeout system - or -
- View Project Information section on Closeout form

Project ID	Department	Sponsor	Close Out Status	C & G Due Date
522093	140340 - Civil Engr Contracts	NATL SCIENCE FOUND.	CBO New	09/01/2009
522572	140840 - Materials Science Eng	NATL SCIENCE FOUND.	CBO New	09/01/2009
523713	150202 - Geographic Informatio	USDI, NATL PARK SER	CBO New	07/15/2009

Tip!
Click the column header to sort.

Note!
The due date falls on the 1st or 15th at least 15 days prior to the agency due date.

Help?

Thelia_Burrell@ncsu.edu

Contracts & Grants

Closeout – Getting Started

Quick Reference Guide

How do I retrieve up-to-date financial info?

You will find the “Total Direct Budget” amount up-to-date and the “Total Direct Costs” reflect the previous month’s ending balance.

Example:

Project Direct Costs		
Total Direct Budget	\$600,000.00	As Of 04/20/2012
Total Direct Costs	\$450,000.00	As Of 03/31/2012

On April 21st, you would find the **current balance** for the **Total Direct Budget** figure and the **previous month’s ending balance** for the **Total Direct Costs** amount as illustrated above.

How do I complete an approval?

Closeout Form
Cost Share
Certification
Approval
Comment

Project: [redacted] Time: Final

Principal Investigator: [redacted]

Sponsor: [redacted]

Department: [redacted]

Fiscal Manager: [redacted]

C & G Due: [redacted]

Agency Director: [redacted]

1 System automatically approves at all levels including College Business Officer (CBO) unless you remove the CBO name and replace with another name.

2 Click **Approve** to route to the next approval level.

3 Click **Recycle** and enter your comments or questions to send back to the previous reviewer identified below.

2 Approve
3 Recycle

1 [redacted] Hayes, Patrick Thomas

3 Comments: [redacted]

Required Approvals	Action	Action Taken By	Action Date/Time
Originator	Approved	Georgeann S D'Astoli	04/09/09 4:21:30PM
College			