

Award Closeout Certification Form

Extramural Funds (EMF)



This form is required to certify that all financial award closeout requirements have been completed in accordance with sponsor and Federal/University policies. This certification supports audit readiness and ensures proper financial and programmatic closeout prior to EMF final review. For complete departmental guidance on the closeout form, see [Award Closeout](#). **Note: This form is used for financial closeout in Oracle/PPM (Project Portfolio Management) and does not replace Kualii award closeout requirements.**

Award Information

Request Date	Requestor Name
Award Prime PI Name	Project Number (K#)
Department	Sponsoring Agency
Sponsor Award Number	Award End-Date

By completing this request, you are certifying the following:

- All expenditures are allowable, allocable, and reasonable per sponsor and Federal/UC policy.
- All unallowable costs have been removed or transferred appropriately.
- All deficits have been identified and resolved or transferred in accordance with UC policy (including by budget category).
- All encumbrances and commitments have been cleared (including payroll commitments).
- GL and PPM actuals reconciled and variances resolved. GL detail and Inception-to-date report show clear reconciliation and are uploaded with this form (e.g. GL Looker data, ITD report, etc.).
- Payroll certification has been completed, if applicable.
- Cost share commitments have been fulfilled, documented, and certified by the PI, if applicable.
- All subrecipient final invoices, reports, and closeout requirements have been received, reviewed, and approved.
- Program income (including STIP), if applicable, has been reported, reconciled, and applied in accordance with sponsor requirements.
- All project deliverables have been completed, submitted, and accepted by the sponsor, if applicable.
- All supporting documentation is retained and available for audit in accordance with UC record retention requirements.

Department Authorization

Role	Signature - Required	Date
Department Analyst		
Department Manager (FOM/FAO)		
Principal Investigator (PI)		

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Additional Information:

- Submit this completed form and any supporting documentation through the [Finance and Administration Support](#) portal. Click "Request Help", then select "Contracts & Grants" as the Service/Business Area. In the Short Description field, enter: "Award Closeout: K0XXXXXX."

EMF Certification *(To be completed by the Accounting Office)*

I certify the following:

- Residual balances and deficits have been resolved in accordance with UC policy (e.g., within allowable write-off thresholds, transferred appropriately, or returned to the sponsor).
- Final invoice or drawdown has been completed, submitted within sponsor deadlines, and marked as FINAL in Oracle/PPM.
- All sponsor payments have been received.
- All required financial reports (including cost share, if applicable) have been completed, submitted, and accepted by the sponsor.
- Project status has been updated to "Pending Close" (or equivalent) in PPM upon completion of closeout activities.

EMF Authorization

Role	Signature - Required	Date
EMF Accountant		
EMF Manager		