

MEMO TO: Outgoing Subawards

FROM: Lew Barbieri, Director
Office of Research and Contract Analysis
University of Arizona



RE: Award Closeout

Due to the Federal Government's strict enforcement of the 90-day award closeout deadline, the University of Arizona is implementing the following with regard to subawards:

- Subrecipient's "FINAL" invoice must be received by the due date, according to the terms and conditions of the subaward.*
- The Office of Research and Contract Analysis (ORCA) will send the closeout letter to the Subrecipient for signature. We will administratively close the subaward if a fully-signed copy is not received within ten (10) days thereafter.

Failure to meet these requirements means the Subrecipient may not receive the final reimbursement, and may also lead to additional sanctions or withholding of future awards.

*Please note that Sub-federal and nonfederal awards received must be closed out per sponsor prescribed due dates that may be shorter, so the above schedule may be accelerated.

