



ROLES AND RESPONSIBILITIES IN DEVELOPING AND MANAGING EXTRAMURAL AND SELECTED INTRAMURAL SPONSORED PROJECTS

UWM Office Of Sponsored Programs

March 1, 2021

5. Project End/Close-Out

Task	Responsibility ¹			UWM Resources
	PI/Division/ Dept. ²	OSP	Other	
Identify project closeout timeframe and required documentation		X		
Ensure all expenditures have been posted to the project accounts	X			
Prepare final financial invoice/report		X		
Resolve issues related to unreconciled accounts	X			BFS*
Prepare the final technical/progress report for the project	X			
Prepare final invention report	X	X		UWMRF±
Manage reporting of any patents from the project to the sponsor (including iEdison)	X		UWMRF	
Determine disposition of equipment, computers, furniture, other non-consumables purchased with project funds	X	X		BFS
If OSP is submitting the final financial and progress/ technical report, comply with sponsor submission method and submit to OSP 2 business days before sponsor deadline	X			
OR After OSP approval, if PI is submitting the final financial and progress/ technical report, comply with sponsor submission method and deadline, provide copy to OSP	X			
If final report requires authorized official signoff, submission of final report		X		
Inactivate the project account in SFS		X		
Retain project-related records for audit or inspection according to university or sponsor requirements.	X			
Maintain financial and project records for four years following project closeout (or in accordance with the terms and conditions of the award)	X	X		
Make provision for appropriate transfer of data/record retention if the PI leaves UWM	X	X		

*Business & Financial Services

±UWM Research Foundation

1. Many of the roles and responsibilities within this matrix may be delegated to administrative support staff. Contact your Associate Dean of Research (or equivalent) for additional information on the services available to you within your division. In the absence of administrative support staff, responsibility for these tasks falls to the PI.

2. The term "Division/Dept." includes administrative positions, activities, and/or functions in individual schools/colleges, including Associate Dean of Research, Effort Coordinator, information technology staff, financial management staff, and/or other roles involved in the review and approval of proposals, awards, non-financial agreements, etc. on behalf of the division/department. 1