

## UCSF Office of Sponsored Research

### NIH Commons: Closeout Submission Procedures

This notice announces the availability of a new Closeout feature in the eRA Commons and reminds grantees of the importance of providing the Federal Government with timely and accurate final financial, progress, and invention reports as required by the terms and conditions of the assistance awards. **Note: Each required Closeout document can be submitted separately.**

#### Policy Reminder

NIH recipients shall submit within 90 calendar days after the last day of the final budget period a Final Financial Status Report, a Final Progress Report, and a Final Invention Statement and Certification (as applicable). It is important to note that unless the Grants Management Officer (GMO) of the respective awarding agency approves an extension of this 90-day reporting window in writing, grantees must submit the final reports within the prescribed timeframe.

#### To Submit Closeout Information:

- 1) PI logs in to Commons (if you do not have a eRA Commons account please contact [cgawardteam@ucsf.edu](mailto:cgawardteam@ucsf.edu)).
- 2) Select **Status** in the menu bar at the top of the page.
  - If logged in using a PI account, all the individuals NIH applications will appear.
- 3) Select the “Requires Closeout” hyperlink on the right side of the screen corresponding to the application which information is being submitted for.
- 4) Upload **Final Progress Report** at the Final Progress Report hyperlink.
- 5) Check either “Yes” or “No” for Inventions in the Final Invention & Certification hyperlink.
  - If “Yes” is checked please fill out **Title of Invention, Name of Inventor** and **Date Reported to DHHS** text fields and then check the **Verify** button.

#### What Happens after PI submits Final Progress Report and/or Final Invention Statement?

Two e-mails are transmitted to Contracts & Grants:

1. Final Progress Report available for review (no C&G approval required)
2. Final Invention Statement available for review and verification (Signing Official approval required)

#### What C&G Does:

1. Signing Official verifies Inventions in the Final Invention & Certification module in Commons

An e-mail is generated to both PI and SO that the Invention Statement has been submitted to the Commons.