EMORY Research Administration Services

EMORY Finance: Grants and Contracts

FGC Steps in the PACT Process

Overview

The **Project and Award Closeout Tool (PACT)** *is designed to streamline the final closeout review process and is available to central, departmental, and RAS research administrators across campus. It is prepared by the RAS/department on behalf of the Principal Investigator (PI), and submitted to the Office of Finance: Grants & Contracts (FGC) as part of the Closeout package.*

System	Process
Compass	1. Run Closeout Milestone Query to determine the award reporting needs to be completed for the time period.
salesforce	2. Verify PACT Package has been received from RAS unit including PACT template, remaining journal entries, RSTs and final subcontract invoices not on ledger.
Compass	3. Verify final PACT numbers tie to Contracts Workbench numbers.

Excel / Compass	4. Perform In-Depth Analysis of Awards:
	• Identify all variances between PACT and Contracts Workbench especially where Contracts Workbench expenses ≠ PACT expenses ≠ PMS Disbursed
	  • Journal entries in package but not on ledger
	  • Final Subcontract Invoice in package but not on ledger
	  • Encumbrances not cleared
	  • RSTs in package but not on ledger
	  • PMS report doesn't tie to Cash Received
	  • F&A is not correct
	  • Budget is not correct

Outlook	5. Prepare & submit Closeout package to AD/Financial Manager for signature. • Complete closing entries in Compass
Compass / I:	6. Update the Milestone, as appropriate, after Award, Contract, Projects and Speedtypes are inactivated/closed, and the package is scanned to the I: drive. Notify RAS.