








RAS 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 unit 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
	1. Run Closeout Milestone Query to determine the award reporting needs to be completed for the time period.
	2. Run the Compass 15 Report to generate the raw data needed by the template.
	3. Save the report to your working folder.
	4. Complete the PACT Template: <ul style="list-style-type: none"> • Open Template (use the latest version on FGC’s website) • Import the Compass report using the button in the Template • Review, verify and clear: <ul style="list-style-type: none"> • Deficits • Refunds/Residuals • Encumbrances • Budget=Expenses
	5. Complete the <i>Closeout Checklist</i> .
	6. Send completed, approved PACT package to FGC via Salesforce for review.
	7. Update Milestone, as appropriate, when submitted to FGC.