Closing Out a Subaward SPPO and Removing the Encumbrance

When a Subrecipient completes their work, the JHU Principal Investigator (PI), assisted by their department administration is ultimately responsible for ensuring proper closeout of all subawards.

- Confirm all final technical reports and/or deliverables required under the subaward have been received by the JHU Principal Investigator and deemed acceptable, before approving Subrecipient's final invoice.
- Confirm the final invoice and Subrecipient Payment and Performance Certification were sent to POExceptions, and clearly marked as "*Final*".
- Once the final payment is made to the Subrecipient, contact Sydney Slaski to assist with closing the purchase order to remove the encumbrance.

  - Email the following information to Sydney Slaski

    - SAP grant number
    - Purchase order number
    - JHU PI Name
    - Confirm there are no further confirmation of goods receipts or invoices required on the purchase order
    - Confirm there are no confirmation of goods receipts or invoice imbalances on the purchase order
    - Provide the dollar amount of the encumbrance to be removed from the purchase order
    - Confirm the encumbrance is not on the shopping cart

  - *Need help* contact Sydney Slaski
    - We are here to support you! Join our Virtual HelpDesk (Mondays-Thursdays 10 AM -11 AM)

  - If you would like JHURA to provide subawards training, reach out to us!