

Principal Investigator's Project/Program Closeout Checklist

Funding Agency _____ End Date _____

➔➔ As you start thinking about completing your project, first consider if you need to request a no-cost extension. If so, submit your request and rationale to Sponsored Research and Programs in accordance with agency guidelines/deadlines. ←←

For sponsored projects to be properly closed out and reported to the sponsor, the items below need to be reviewed prior to closeout.

1. _____ Have you properly maintained and stored all records/documents? You are required to maintain all official records and supporting documentation pertaining to your grant, for a period of five (5) years.
2. _____ Have you prepared all required agency reports (final performance, etc.)?
3. _____ Have you turned in all match (cash, in-kind, personnel, and space) documentation to Grants Accounting? Make sure all paperwork is complete with true signatures and properly supported – copy of Purchase Requisitions, invoices, etc. If the match is paid by a budget other than one identified as match, provide PR number, date of PR, amount of PR, expenditure code, budget number, etc.
4. _____ Have you had all personnel complete Effort Reports for the final time-period and submit to OSRP?
5. _____ Have you signed certification of work completed on all 5.01P forms?
6. _____ Have you completed paperwork to release payment on all sub-contracts?
7. _____ Have all petty-cash reimbursements been turned in to the Cashiers Office in a timely manner?
8. _____ Have you cleared out all open encumbrances from your budget? Inform Grants Accounting of any pending items. Follow up on open purchase requisitions to ensure timely receipt of goods and services and/or timely receipt of invoices from vendors. Keep in mind, that all supplies necessary for project completion should be purchased at least 30 days prior to the project end date, and all equipment necessary for project completion should be purchased at least 60 days prior to the project end date. Make sure all receiving reports are turned in to Purchasing.
9. _____ If your grant budget paid for telephone expenses, have you notified Telephone Services of your project end?
10. _____ If you have a copy card assigned to your grant budget, have you notified ID Services of your project end?
11. _____ If you have a travel advance for grant related travel, have you returned any unspent money to the Travel Desk?
12. _____ If applicable, have you verified that all personnel, including those with release time, have been properly charged to your grant/match? Contact your Department Secretary of your end date relating to release and buy-out time for faculty, staff, GAs, and student labor.
13. _____ If you have a grant that is on-going, but changes budget numbers yearly, have you verified if roll-over of unspent funds is allowed? Is so, have you worked with Grants Accounting to roll over in appropriate categories?