Sponsored Project Closeout Checklist

Grant Code: ___________________________  Fund(s): ___________________________

Title: ________________________________  Total Award: __________________________

PI: ________________________________  Project Period: __________________________

Final Reports/Invoice Due: ______________  GCO Contact: __________________________

1. Review Account Terms and Conditions
   __ Fund Method?  Fixed price? Cost reimbursable?
   __ Sub-contracts?  Y  N – final invoice received/paid; required final reports received per contract; encumbrances
   __ Cost sharing?  Y  N – Verify cost share commitment was met or work with GCO
   __ Program Income?  Y  N - may require refund or might be carried forward to renewal
   __ Verify with PI that the project is ending

2. Review of Expenditures
   __ Email GCO to confirm expenses are final
   __ Check for rogues and make necessary corrections
   __ Check for expenses that posted after the end date (on cost reimbursable awards only)
   __ Check for unallowable expenses, per award requirements – work with GCO contact
   __ Review each account code for negative total expenses and correct as needed
   __ Review for fabricated equip (128XXX) and transfer to correct account code
   __ Remove overdraft?
   __ Clear Obligations/encumbrances
   __ Review Cost Share and term hard match CFOP as appropriate

3. Analysis of ICR
   __ Verify ICR rates are recorded at appropriate rate, per agreement  F&A ____ (MTD/TDC)  T&F ______

4. Deliverables/Patents:
   __ Verify all deliverables completed and/or final report done.
   __ Determine if there were any potentially patentable inventions, only if reporting required by sponsor
5. Analysis of Billings and Receivables

__ Review to insure that total charges were billed
__ Is a refund needed (Cost Reimbursable)
__ Has the final invoice been paid?  Y  N

6. Final reporting, as required by sponsor – Prepared/Verified by GCO, may need to work with the department

__ Final Financial Report (completed by Section)
__ Cost Share Report (completed by Section)
__ Final Technical Report, Progress Report or other deliverables
__ Patent/Invention Report (completed by Closeout)
__ Equipment/Property (completed by Closeout)
__ Subcontractor Releases (completed by Closeout, only if required by sponsor)