

Principal Investigator's Project Closeout Checklist

For sponsored projects to be properly closed out and reported to the sponsor the items below need to be reviewed prior to project closeout. For additional guidelines refer to the ["Closeout Procedures for Sponsored Projects"](#).

1. Does the budget have an extension and/or supplement? If yes, the project cannot be closed at this time.
 - a. If you are requesting an extension, submit your request to the Grants and Contracts Office in accordance with agency guidelines.
 - b. Allow adequate lead time to meet sponsor deadlines
 - c. Inform the Grants and Contracts Office that an extension request is in process

2. Are all the expenses allowable?
 - a. Ensure that all charges for goods received and services performed within the project sponsored period are processed and reflected in the University accounting system (GLOW).
 - b. Remove any unallowable costs.
 - c. Resolve all deficit balances.

3. Are there any un-posted charges and/or credits?
 - a. Inform the Grants and Contracts Office of any pending payments documents, payroll charges, internal service billings (Bernhard Center, Fetzner Center, Bronco Technology Center, Transportation Services, copy and telephone charges, etc.) and any other outstanding documents.
 - b. Follow up on open purchase requisitions to ensure timely receipt of goods and services and/or timely receipt of invoices from vendors.

4. Cancel all ongoing services.
 - a. If a procurement card was approved for use on the project contact the Purchasing Department to cancel the card and destroy the card.
 - b. If a telephone line was approved for use on the project contact Telecommunications to cancel the telephone.

5. Purchase all final supplies necessary for project completion at least 30 days prior to the project end date. Supplies purchased less than 30 days prior to project termination will not be allowed unless the sponsor approves the purchase.

6. Purchase all final equipment necessary for project completion at least 90 days prior to the project end date. Equipment purchased less than 90 days prior to project termination will not be allowed unless the sponsor pre-approves the purchase.

7. Do employees have an annual leave balance? If yes, they should exhaust their annual leave prior to the ending date of the project.

8. If personnel were paid directly on the sponsored project either verify the termination date with employee or move the employee to another funding source.

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9. Have all the time and effort certification forms been certified and returned to the Grants and Contracts Office?
10. Are there subcontracts on the project? If yes, see below for subcontract closeout.
 - a. Has the final invoice been received from the subcontractor?
 - b. If salaries were included in subcontract, has documentation of time and effort been received?
 - c. If the subcontract included cost sharing, has the cost share amount been met?
 - d. Have the performance goals been achieved?
 - e. Are subcontractor's expenditure reports on file in the Grants and Contracts Office?
11. Is there cost sharing on the project? If yes, see below for cost sharing requirements.
 - a. Has all of the committed and voluntary committed cost sharing been met?
 - b. Is the cost sharing adequately documented?
 - c. Did the cost share cost fall within the beginning and ending dates of the project?
12. Is there a final technical report due? If yes, submit to the sponsor by the agency due date and forward a copy of the cover page to the Research and Sponsored Programs Office.
13. Are there other reports due, such as invention or property reports? If yes, the Grants and Contracts Office will assist with the completion and submission of the reports.