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| Sponsored Programs Office |  |

# Award Closeout Checklist

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| **Award Information** | | | |
| AWARD ID |  | | |
| CLOSED BY |  | DATE |  |

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| **Final Financial Review** | | |  |
|  | **ITEM** | **VALIDATION** | **Date** |
| Within 90 DAYS of Award End Date | | | |
|  | Contact department to discuss outstanding expenditures, possible NCE, preparation for reporting requirements, etc., if applicable |  |  |
|  | Review / confirm cost share commitments, including effort commitments, if applicable | Confirm cost share information posted to PPM is accurate. Reach out to department for confirmation/certification of 3rd-party in-kind |  |
|  | Review financial report / final invoice requirements including due date |  |  |
| Within 60 DAYS of Award End Date | | |
|  | Review Property & Equipment reporting requirements, request property report from Asset Management Office, if applicable | Review property / equipment expenses (search by expenditure type) in PPM Manage Project Costs and compare to Asset Management report of property/equipment |  |
| Within 30 DAYS of Award End Date | | |  |
|  | Conduct expenditure review for allowability | Review Manage Project Costs for unallowable cost, review expenses posted in the final 30 days, test sample section of: p-cards expenses, domestic travel > $2,000 and 100% of foreign travel, and Equipment for allowability, allocability and compliance |  |
|  | Email PI and Dept. Accountant | Use email template “email to PI award expiring in 30 days” to start discussion on wrapping up spending on award, moving payroll, etc. |  |
| Within 30 to 90 DAYS After End Date | | |  |
|  | Conduct Indirect Cost Assessment to confirm all indirect costs have been properly calculated and capture | Verify the IDC Rate / Burden Schedule within the Award Module is correct and confirm the IDC has been properly assessed. |  |
|  | Confirm there are no open Purchase Orders and clear any outstanding Encumbrances | Review the Financial Details tab to see outstanding POs, follow up with AP as necessary.  Confirm there are not expenses outstanding in Committed Costs |  |
|  | Conduct final expenditure review, complete refunds or residual transfers as necessary to remove overdrafts and / or deficits | If refund required, work with AR team to process. Fill out transfer form of residual funds to specific chart string provided by department, if fixed price award, and email to Post-Award Manager for approval/processing |  |
|  | Review billing and cash received & applied, follow up with the sponsor as necessary | Review the total Expenses within the Award module against the invoices generated & submitted, and the cash received and applied in Contract Management module |  |
|  | Confirm total expenses amount accurate. | Obtain confirmation from PI/designee that total expenses reflected in PPM accurate. |  |
|  | Confirm Cash Balance equals zero (expenses = invoiced amount = payments received & applied = revenue recognized) | Review the total Expenses within the Award module against the invoices generated & submitted, and the revenue recognized and cash received and applied in Contract Management module |  |
|  | Confirm all deliverables are submitted (Final Invoice/FFR/Final Property and Invention Reports), if applicable (60 – 120 days due date) | Review Terms in InfoEd and confirm all deliverables have been submitted and copies uploaded in InfoEd |  |
|  | Confirm submission of Final Technical Report | Request copy from PI |  |