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# **Office of Sponsored Programs and Foundation Relations (OSPFR)**

**Business Office (BO)**

# **GRANT CLOSE-OUT CHECK LIST**

*Created: August 2021; Next review: Fall 2023*

|  |  |
| --- | --- |
| Name of Principal Investigator/Project Director:  | Project Title: |
| Funding Agency:  | Award End Date:  |
| Agency/Sponsor Award Number:  | SJFC Fund Number:  |

|  |  |
| --- | --- |
| **Close-out meeting** | **Meeting Date** |
| 120 days prior to end of award with PI/PD, OSPFR, and BO |  |
| 90 days prior to end of award with PI/PD and OSPFR |  |
| 45 days prior to end of award with PI/PD and BO |  |

**Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Review expenditures for allowability and timeliness (PI/BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Record grant effort monthly (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Identify all outstanding invoices. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Confirm all expenses have posted. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Verify that all encumbrances have cleared. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Ensure all journal entries have been completed and processed. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Sub-recipients’ final invoices have been paid. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |

**Record Changes**

|  |  |  |  |
| --- | --- | --- | --- |
| Close or change Purchase Orders. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Record any cost transfers within 90 days of expense (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Review grant effort on a quarterly basis and adjust if needed (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Review budget category variance and sponsor’s budget rules (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Inactivate the Banner Fund number (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |

**Reporting**

|  |  |  |  |
| --- | --- | --- | --- |
| Receive programmatic report from subrecipient(s). (PI/PD)  | [ ]  Yes | [ ]  No | [ ]  N/A |
| Submit final programmatic report to OSPFR for review. (PI/PD). | [ ]  Yes | [ ]  No | [ ]  N/A |
| Review final programmatic report and provide feedback to PI/PD. (OSPFR) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Submit final programmatic report to funding agency. (PI/PD) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Submit all financial reporting requirements. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Ensure all cost-sharing commitments are met. (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Ensure all Personal Activity Reports are collected (BO) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Submit Final Invention Statement and Certification Form to funding agency (PI/PD). | [ ]  Yes | [ ]  No | [ ]  N/A |
| Complete property/equipment report (PI/PD) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Submit property/equipment report to funding agency (PI/PD) | [ ]  Yes | [ ]  No | [ ]  N/A |
| Tag all federally funded equipment with agency name, award number, and date. (PI/PD) | [ ]  Yes | [ ]  No | [ ]  N/A |

All BO tasks completed by:

Date:

All OSPFR tasks completed by:

Date: