

Closeout Checklist Timeline

Refer to this list when during award closeout. The guidance provided in this document may vary based upon actual assignment of duties with regard to departmental and unit needs.

Principal Investigator _____

Project Title _____

Sponsor/Agency _____

Grant/Award Number _____

POET(AF) _____

Project Period _____

6 – 11 Months Prior

- Ask the Principal Investigator (PI) if renewal or no-cost extension (NCE) will be done.
- Communicate with stakeholders about the project is ending (e.g. PI/Project Director, subcontract partners, business officers).
- Budget category variances - review balances for each budget category and if any are under 25%, discuss with the PI.
- Personnel changes - review continued funding for project personnel and impacts of severance or employee termination.
- Payroll funding changes - process for all personnel paid on project.

3 Months Prior

- Purchase orders - review open amounts.
- Payroll funding changes - process for all personnel paid on the project.
- Cost share commitments - review and ensure commitments are fulfilled and documentation is in order.
- Unallowable expenses - review and request approval (if needed), prepare and necessary transfers.
- Technical reports - review submission process and discuss schedule with PI.
- Tuition and fees - verify costs are associated with correct student.

Final Month

- Ask PI to notify lab personnel that the project is ending and give them new POET(AF) to use for recharges or other project expenses.
- Labor funding changes - review and ensure changes were completed.
- Balance subaccounts and indirect cost.
- Purchase order activity - confirm final invoice payments due to vendors.
- Concur and Expense Reports - confirm outstanding charges.
- Recharges and other recurring expenses - request funding changes.
- Subaward - review status of outstanding invoices and final invoice/payments.

Post End Date Follow Up

- Final invoice - reconcile accounts receivable.
- If applicable, email Office of Contract and Grant Administration (OCGA) to start subaward closeout.
- Complete applicable financial reporting.
- Complete applicable technical reporting and other deliverables.
- Post end-date charges and activity - monitor progress.
- Zero out project.
- Inactivation of POET(AF) - monitor progress.
- Prepare Financial Expense Report (FER) for Sponsored Projects Finance (SPF).