



Sponsored Projects Close-Out Checklist

PS Project Title: _____ PS Proj #: _____
 Principal Investigator: _____ Dept #: _____
 Funding Agency & Initiative: _____ Award #: _____
 Project Period: _____ Award Type: _____

In support of CI's compliance effort this checklist must be completed and submitted by the Principal Investigator within 60 days of the project end date for all Sponsored Projects. For further information please see CI Policy on Principal Investigator (AA.11.001), CI Policy on Cost Allocation, Cost Recovery and Cost Sharing (AA.11.002), CI Policy on Intellectual Property (AA.01.001), CI Time and Effort Reporting Procedure, CI Sponsored Programs Closeout Procedures, OMB Circulars A-21 and A-133 and CI Property Guidelines. Questions may be addressed to the Post-Award Financial Analyst (x3175) and the Manager of Research and Sponsored Programs (x8808).

Certification		√
1	Project financial transactions have been reconciled.	<input type="checkbox"/>
2	Cost Transfers have been properly documented.	<input type="checkbox"/>
3	Any encumbrances have been closed out.	<input type="checkbox"/>
4	All chargebacks have been processed and are reflected on the project report.	<input type="checkbox"/>
5	Cost-sharing commitment has been met and is correctly accounted for in accordance with regulations.	<input type="checkbox"/>
6	Unapproved clerical and administrative expenses have not been charged.	<input type="checkbox"/>
7	Final payroll documents have been processed and are reflected accurately on payroll and project reports. .	<input type="checkbox"/>
8	Personnel charges reconcile with Time & Effort Reports.	<input type="checkbox"/>
9	Approval from sponsor has been received for changes in committed effort for Key Personnel as required by funder (Generally required on Federal grants if change is equal to or greater than 25% of proposed effort).	<input type="checkbox"/>
10	Expenditures exceeding the Award amount or specific line items have been managed in accordance with applicable regulations.	<input type="checkbox"/>
11	All subrecipient invoices, including final invoice, have been received, approved by the PI, and processed for payment.	<input type="checkbox"/>
12	Property control and record keeping has been followed for purchase of Capital Equipment (exceeding 5k per item) or as required by funder.	<input type="checkbox"/>
13	PI has informed Post Award Financial Analyst of any unused, obsolete, stolen, missing, unrepairable capital equipment purchased by the project.	<input type="checkbox"/>
14	PI has submitted all required technical/program reports, including Final Report.	<input type="checkbox"/>
15	PI has submitted Report of Patents and Inventions.	<input type="checkbox"/>

PI's records related to this project are stored at the following location: _____

My signature certifies that the statements above are correct to the best of my knowledge and that all charges to this project are allowable, reasonable, and allocable in accordance with applicable regulations.

Principal Investigator Signature: _____ Date: _____

Financial Analyst Signature: _____ Date: _____

My signature acknowledges the closeout of this project.

Department Chair Signature: _____ Date: _____

The following documents are completed, signed, and attached to this check list:

- All technical & program reports including final report
- Property and Inventory Report
- Report of Patents & Inventions

Submit to Post Award Financial Analyst by: