**Grant Closing Checklist for Department**

**Purpose: This checklist is utilized by the department business mangers to review the completion of the requirements for closing a grant.**

Project#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Verify correct calculation of F&A
* Verify completion of all Purchase Orders/Requisitions
* Verify receipt and payments of final invoice for all subcontracts
* Verify completion or deobligation of all commitments/encumbrances
* Verify posting of all P-card allocation.
* Verify the posting and accuracy of all expenditures, include all JE’s
* Verify the posting of all payroll transactions, including Retros
* Verify that there are no DBEs or Positions associated with the project
* Verify certification of all effort reports
* Verify the fulfillment of cost sharing commitment
* Verify submittal of all final reporting according to the grant terms (i.e. final invention statement, final property report, final financial report, and final progress report)

Checklist Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: This checklist can be submitted via e-mail, with a statement on the e-mail attesting to the completion of the checklist. The certified e-mail will be accepted in place of a signature.**