

## Grant Closeout Checklist

The Grant Manager will work with all departments involved to complete this form.

### Project Information

Project Title:	Grant Manager:	Award End Date:
Award Number:	Project Number:	Funding agency:

### Closeout Checklist

Schedule meeting with grants team 30-60 days prior to completion of award: \_\_\_\_\_

#### Expenses

Review expenditures for allowability.	Yes	No	N/A
Confirm all effort is appropriate and certified.	Yes	No	N/A
Identify all outstanding invoices.	Yes	No	N/A
Confirm all expenses have posted.	Yes	No	N/A
Verify that all encumbrances have cleared.	Yes	No	N/A
Ensure all journal entries have been completed and processed.	Yes	No	N/A

#### Record Changes

Inform HR of personnel termination if applicable.	Yes	No	N/A
Update project code status to "closed."	Yes	No	N/A
Log file as closed in Record Retention File.	Yes	No	N/A
All equipment has been disposed of as required.	Yes	No	N/A

#### Reporting

All Programmatic Reporting Requirements have been met.	Yes	No	N/A
All Financial Reporting Requirements have been met.	Yes	No	N/A
All Equipment Reporting Requirement have been met.	Yes	No	N/A
Ensure Cost-sharing commitments are met.	Yes	No	N/A

Lessons Learned/Project Evaluation Notes:

Closeout prepared by: \_\_\_\_\_ Date: \_\_\_\_\_