

# Award Closeout Checklist



OFFICE OF SPONSORED PROGRAMS  
COLORADO STATE UNIVERSITY

## Principal Investigator and Project Information

Name Funding Agency Award End Date

Award Number

Account Number

Project Title



[Project Closeout - Roles and Responsibility Matrix](#)

## Award → 120 days prior to completion of award

Unit/Dept - PI or Department Research Administrator

Notes

**1. Communicate with PI/DRA Regularly throughout the award**

- a. Check on project progress and verify required reporting has been completed and submitted. Delays or project issues should be communicated to sponsor
- b. Communicate to sponsor if there are any changes to: senior/key personnel, scope of work, or changes to budget categories below per sponsor guidelines

**2. Review budget categories**

- a. Review project payroll regularly and initiate corrections/adjustments in a timely manner
  - i. [Certify project payroll in ecrt quarterly](#)*
  - ii. If staff will be terminated at end of project, start HR process early*
- b. Review actual spending by budget category against the proposed/approved budget using financial reporting systems below. Expenses must be allowable, allocable, reasonable, and directly benefit the project's scope of work. Variations from approved budget may require prior approval from the sponsor
  - i. [RPS & Vista Plus](#)*
  - iii. [Symphony \(if available\)](#)*

- c. Check with PI to see that invoices are being reviewed and approved and that subrecipient's work is on schedule
- d. If Participant Support Costs are included, review regularly - This is a restricted budget category and may not be rebudgeted without prior written approval from the sponsor
- e. Review Cost Share commitments regularly - Are all costs allowable? Do the award terms require we maintain the committed cost share ratio throughout the life of the project? Are we on pace to meet the full cost share commitment by the end of the project?
- f. If project is generating Program Income, review regularly - Program Income funds should be spent on allowable costs prior to charging the sponsor

**3. Make a spending plan - determine if NCE may be necessary**

**4. Review open Purchase Orders - close completed/outdated regularly**

**90 days prior to completion of award**

Unit/Dept - PI or Department Research Administrator

Completed

N/A

1. Verify that all expenses are allowable, allocable, reasonable, and directly benefit the project's scope of work. Pay particular attention to capital equipment purchases, service contracts, and large supply purchases in the last year of the project as they will receive a high level of scrutiny and MAY be disallowed during sponsor review or audit
2. Notify Subrecipients the PRIME award will be closing
  - a. Advise subrecipient PI/contact about final invoicing and reporting requirements
3. Review award terms and conditions for any unusual deliverables or reporting. Communicate any with subrecipients.
4. Make sure salaries and any applicable tuition are set up according to spending plan
5. Verify that any fabricated equipment, aka, Work-in-Progress (WIP) accounts have been finalized or there is a plan in place
6. Check on cost-share commitments to make sure they are on track
7. Make sure that Program Income has posted to correct account and in on pace to be fully spent by the project end date. Unspent Program Income at the project end date may result in a refund to the sponsor

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**60 days prior to completion of award**

Unit/Dept - PI or Department Research Administrator

Completed

N/A

1. [Submit NCE with OSP if necessary, use the OSP NCE request form on website](#)
  - a. Check with subrecipient(s) on need for NCE

_____	_____
_____	_____

**30 days prior to completion of award**

Unit/Dept - PI or Department Research Administrator

Completed

N/A

1. Notify research staff that award is ending
  - a. Pcard purchases should be discontinued. All backup documentation/receipts should be turned in as soon a possible
2. Check encumbrances on project
  - a. Make sure salaries are not extending past end date and the effort is calculated correctly for partial months
  - b. Close any completed or outdated Purchase Orders by emailing: procurement\_help\_desk@mail.colostate.edu
  - c. Check on timing of outstanding invoices for completed purchases. All purchased items must be received before the project end date
  - d. Make sure travel reimbursements are made timely. Request that old travel authorizations are cleared by emailing the travel desk: bfs\_tem\_users\_questions@mail.colostate.edu
3. Inform recharge centers on campus that project will be closing

_____	_____
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**Notes:**

After completion of award - per Uniform Guidance §200.344, all financial, performance, and other reports required under the grant must be received within 120 days after the award expires or is terminated. All subrecipient documentation should be received at least 90 days (<60 days is preferred) after the award expires. *Some sponsors may have different due dates and/or reporting requirements, consult your award terms and conditions.*

<u>Unit/Dept - PI or Department Research Administrator</u>	<u>Completed</u>	<u>N/A</u>
1. Verify encumbrances have been cleared	_____	_____
2. Verify all expenses have been posted including salary and tuition	_____	_____
3. Verify final invoice and reporting for subrecipients have been received and reviewed and that all final invoices are marked as FINAL	_____	_____
4. Make sure that all certifications have been completed in eCRT	_____	_____
5. Review account and make sure that all expenses have posted and deficit balances have been cleared. Move any unallowable charges and/or costs incurred after the period of performance from the account. <b>These should be moved to discretionary accounts not other sponsored projects.</b>	_____	_____
a. Non-salary items should be moved using GLT in KFS	_____	_____
b. <a href="#">Salary and fringe should be moved using a PPDA in the HR system. If salary/fringe needs to be moved onto an account from a continuation account - use of GLT will be necessary</a>	_____	_____
6. If award was fixed price, communicate to OSP if final deliverable(s) have been completed so final payment can be requested - if applicable	_____	_____
7. Send final technical report to sponsor and provide copy via email to OSP: OSP_closeout@colostate.edu	_____	_____
8. Communicate to OSP S/RA and CSU Ventures Technology Transfer Office (TTO) if there are any patents or inventions	_____	_____
9. Communicate to OSP S/RA and Property Management office if any equipment, including fabricated equipment, was purchased on the project	_____	_____
10. <a href="#">Maintain unit/department backup documentation per records retention requirements</a>	_____	_____
11. Make sure that any data produced by project is shared according to data management plan or sponsor requirements	_____	_____

**Sponsored Programs - FYI**

1. **Subrecipient Closeout**
  - a. Final Invoice received and marked as FINAL
  - b. Transmit subrecipient closeout documents
2. **Verify final financials, final invoice, and payments received**
3. **Ensure all financial & property reports are completed and submitted to sponsor**
  - a. Report program income and cost share commitments - if applicable
4. **OSP closeout coordinator will verify PI has completed final technical report**
5. **Maintain official financial documents for sponsored projects per records retention requirements**

Notes: