

**Project Closeout Checklist**

To ensure a proper project closeout, please date when the following procedures are addressed for your sponsored project. Submit this record to ORSP when all actions have been completed.

<b>Name of PI or Director:</b>	<b>Name of Project:</b>
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	90 Days Prior to the Award End Date	Initial	Date
	1. <b>Extension or Renewal Submitted.</b> Seek an extension or renewal of the project, if applicable. In addition, inform ORSP within this same time frame that an extension request is in process and in accordance with the sponsors' deadline and guidelines.		
	2. <b>Purchases and Services Received.</b> Confirm that all charges for items received and services rendered are allowable and occurred within the project funding period. Purchase all final equipment necessary for the project completion. Pre-approval from the sponsor agency must be obtained for equipment purchased less than 90 days prior to the project end date.		
	3. <b>Pending Charges.</b> Inform ORSP of any pending payment documents, payroll charges, and internal service billings.		
	4. <b>Employee Termination Notification.</b> Inform employees of their termination date and leave balances.		
	5. <b>Employee Annual Leave.</b> Exhaust all project employees annual leave balances prior to the end date of the project. All salaries and fringe benefits are treated as a direct cost of the sponsored project and it is the responsibility of the PI or director to pay these actual costs from the direct award provided by the sponsor.		
60 Days Prior to the Award End Date			
<b>Please notify ORSP via email if the following apply.</b>			
	<b>Formal Time Extension?</b> If "yes", email Office of Research and Sponsored Projects the date a formal request was made.		
	<b>Renewal Award?</b> If "yes", submit <i>Proposal Routing Form</i> for renewal activity to the ORSP to facilitate charging or transferring of allowable costs before existing award expires.		
	<b>Additional Funding Pending?</b> If "yes", please notify Office of Research and Sponsored Projects.		
<b>Please check the items complete below. If an item is not applicable mark as "n/a".</b>			
	<b>Final Purchases:</b> Identify outstanding invoices and follow-up on any that have not arrived in a timely manner. Do you need to make any final purchases to complete the project?		
	<b>PI effort/salary:</b> Has PI effort/salary been charged according to the project as approved, or in accordance with sponsor permitted re-budgeting authority?		
	<b>Prior approvals:</b> Do you have copies of all required sponsor prior approvals (equipment, travel, subawards, rebudgeting, etc.)?		
	<b>Cost sharing:</b> Will the full amount of any committed cost sharing be incurred by the time the project ends? Has the cost sharing account been fully funded?		
	<b>Correct Expenditure Type for equipment purchases:</b> Review the		

	expenditure type for equipment purchases – are items costing less than \$5,000 acquired after 8/31/06 coded correctly as non-capital purchases?		
	<b>Fabrication:</b> Do you have fabrication on your project? If yes, review to ensure non-fabricated expenses are not charged directly to fabrication task.		
	<b>Subawards:</b> Will your sub-recipient complete their portion of the project on-time? Will they need a no-cost extension? Please remind each of your subrecipients to submit final invoice and final reports within 60 days after subaward end date.		
	<b>Major project or activity:</b> On federal projects not approved as a major project or activity, are there any administrative or clerical costs? On federal projects that were approved as a major project or activity, are the administrative & clerical costs limited to those listed in the approved budget?		
	<b>Labor distribution:</b> Are there any labor distribution errors reflecting amounts over or under charged to project?		
	<b>Tuition allowance:</b> If students are working on the project, has the correct amount of tuition been charged? Are you expecting any tuition credit?		
	<b>Have all appropriate expenses been posted?</b>		
	<b>Review unallowable expenses:</b> Review the award terms & conditions and identify any unallowable expenses & transfer them off to non-sponsored PTA.		
	<b>Overdraft (OD):</b> If you anticipate or have already incurred a cost overrun on the project, please refer to the <a href="#">Section 4.2.2. Items #6 &amp; #13</a> of the Research Handbook.		
	11. Post final expenses		
	12. Certify and return all time and effort certification forms to ORSP.		
	13. Verify that all committed and voluntary committed cost sharing has been met. Ensure cost share costs occurred within the beginning and ending dates of the project; and Submit documentation of cost sharing to ORSP		
	14. Obtain final invoices from subcontractors (where applicable), including time and effort certifications; Ensure any cost sharing amounts have been met; and Verify that subcontractor’s expenditure reports are on file at ORSP.		
	<b>30 to 90 Days After Award End Date and Closure Notification</b>		
	15. Submit a final technical report (if applicable) by the due date and forward a copy of the cover page to ORSP for archiving.		
	16. Submit all other final reports (financial and evaluation) to the sponsor agency and forward copies to ORSP for archiving.		
	17. Complete NMHU’s Post Summary Evaluation Report of Sponsored Projects		
	18. No later than 75 days after the award end date, submit a corrected expenditure statement and/or evidence of agency approved time extension, if applicable.		