**Final Billing and Grant Closeout CHECKLIST**

**Schedule Closeout meeting within 30 days after grant has ended**

* **Salary & Labor Distribution:** Stop Charging - All Salary/Effort charged to the grant must be for a pay-period within the award end date. Review and correct any changes as necessary. Verify that all individuals paid on the grant is as per approved budget and salary amount is correct **(GA to provide and review PI with a print out of Salary activity for the Grant)**
* **Title III Grants:** Ensure that all salary/benefit reclass entries have been recorded
* **Student employees:** Ensure that all students have been paid according to the student employment forms. (Verify with PI that all student time sheets have been submitted)
* **Does PI have a AMEX or Travel Card expenses pending:** If **YES**, confirm that all travel expenses and AMEX expenses have been recorded
* **Reprographic Charges:** Ensure that all charges are posted to the grant
* **Final Purchases/Encumbrances:** Submit and approve any remaining invoices and follow-up on any that have not arrived in a timely manner. Review outstanding encumbrances on the award. Liquidate/cancel any encumbrances.
* **Final Indirect Cost:** Verify that Final indirect cost has been calculated
* **Correct Expenditure Type for equipment purchases:** Review expenditure type for all equipment purchases, account code 80010. Items costing less than $500 must be recorded as a non-capital purchases and/or included in indirect cost calculation (if applicable)
* **Final Review of Expenses:** Review budget with PI, take care of any deficits, recode invalid expenditures
* **Cost sharing:** Ensure that all committed cost sharing is realized
* **Sub-awards:** Please remind each of your sub-recipients to submit a final invoice (inserting FINAL at the top), final reports within 45 days after sub-award end date.
* **Final Reconciliation:** Has final grant monthly reconciliation been completed, reconciling fund balance is zero.

**Please be reminded of any FINAL Reporting Requirements of your sponsor and their respective due dates (Typically due within 60 - 90 days of award end date).**

Grant Accountant Signature:

Grant Accountant Name:

Principal Investigator Signature:

Principal Investigator Name:

Controller Signature:

Controller Name: