

**LINCOLN UNIVERSITY**

Office of the Controller | Grants Accounting

**Pre-Close Meeting Checklist**



**Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Award Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principle Investigator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Federal Agency:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facilitator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post-Close Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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| --- | --- | --- | --- |
| **Background** | | | |
|  | | | |
| **Close-Out Meeting Notes** | | | |
|  | **Yes** | **No** | **Comments** |
| Was there a close-out meeting with OSR 30-days prior to the end date of the grant? |  |  |  |
| **Expenditures** | | | |
|  | **Yes** | **No** | **Comments** |
| Are there any pending requisitions that have been placed on or a few days prior to the end date of the grant? |  |  |  |
| Is there any pending payroll that should hit the grant after the grant end date? Accrued? |  |  |  |
| Have all invoices been paid for sub-awards on the grant? (If applicable) |  |  |  |
| Are any of the encumbrances valid? |  |  |  |
| Are there any approved budget transfers that you will need to do to cover budget deficits? |  |  |  |
| **Financial Reporting** | | | |
|  | **Yes** | **No** | **Comments** |
| Final SF-425 sent. If applicable. |  |  |  |
| Final payment sent. (Draw, Invoice, PV, etc.) |  |  |  |
| Final reconciliation completed? |  |  |  |
| Were all funds received from the agency for expenditures? If not, research the reason why. |  |  |  |
| Were all funds sent to state to cover payroll? (If applicable) |  |  |  |
| Are all Trial Balance accounts showing zero balances? If not, research the reason why. |  |  |  |

**Comments:**

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**Signatures:**

By signing this document as the Grants Accountant, I am agreeing that I will close-out the above grant in a timely manner and will utilize the information given to me to execute this task.

By signing this document as the Principal Investigator, I am agreeing that all information that I gave will allow the Grants Accountant to effectively close-out the grant in a timely manner.

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*Grants Accountant Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Principal Investigator Date*