

Research Office Account Closing Check List

Account No.:		P.I. Name:	
PS Purpose:		Project Name:	
Award No.:		End Date:	

Is there an extension or renewal pending? Yes _____ No _____

If the sponsor has agreed to an extension of the project, please send the official document approving it to the Research Office.

If no extension or renewal is pending, please complete the following and return it to the Research Office.

TASK	COMPLETED	COMMENTS
1. Technical Report — Review the reporting obligations and submit all required technical or program reports by the sponsor’s due date. Send a copy of transmittal letter or other proof of submission to the Research Office.		
2. Cost Share/Match — If applicable, provide total amounts by budget line. Attach back-up documentation, when appropriate, showing original transactions including purpose codes. Verify that effort reports accurately reflect salary match.		
3. After-End-Date Charges — Verify and provide documentation for ALL allowable after end-date charges. Remove ALL unallowable after end-date charges.		
4. Over Expenditures — Remove all over expenditures.		
5. Unallowable Charges — Verify and provide documentation for all potential unallowable costs based on OMB Circular A-21 and the applicable sponsor regulations (including but not limited to food, foreign travel, telephone equipment, line charges, general office supplies, and office furniture). (If you need clarification, please call the Research Office.)		
6. Outstanding Transactions — Attach a list of any pending transactions and unresolved items that are not reflected in the general ledger. Provide a status for each item. Please make every attempt to get these items finalized prior to the Research Office closeout.		
7. Equipment Inventory — If required by sponsor, prepare and attach equipment inventory. Verify that any fabrication charges (15310) have been capitalized (16770).		
8. Subcontracts — If there are subcontracts, obtain final invoice and reports as itemized in Agreement, from subcontractors.		
9. Salary JV’s — Verify that all applicable salary JV’s have been reflected on the corresponding Sponsored Activity Report (SAR) or in the Effort Certification system. Attach a list of each salary JV and the action taken (i.e. #45278 reviewed, SAR revised).		
10. F&A — Verify appropriate facilities & admin. costs and determine if any adjustments are needed.		
11. Potential Inventions or Other Intellectual Properties — If any inventions or IP issues have resulted from this award, verify that the appropriate paperwork has been sent to the Research Office.		
12. Purpose and Project — Verify that all transactions have hit both the correct purpose and project. The total expenditures for each should be the same. Double-check any pro-card re-allocations made prior to March 2006.		
13. Confirm Final Expenditure Total For This Purpose: \$ _____		
14. Labor Allocations Module — Remove project ID(s) associated with the award from the Labor Allocations Module (LAM).		

Account Administrator Approval: _____

Date: _____