

Closeout Checklist

This checklist is to be started during the last 90 days of the award period. This document will become part of the permanent file in the Grants Management office. The Grants Management Coordinator will work with the Project Director and Grants Accountant to assure the specific requirements of the project have been followed, tracked appropriately, reviewed on a regular basis. Shortfalls and/or potential compliance issues will be discussed and receive the immediate attention of the Project Director, Dean/AVP, and senior management.

Grant title:
Project Director:
Project Team:

Resource Development	Action	Completed
	Process closeout documents	
	Grant Closeout Summary	
	Complete one-page summary report (infographic)	
	Grant Timeline	
	Complete final Programmatic Reports	
	Evaluation, if required	
	Renewal dates and procedures	
	Verify contact person/program officer	
	Subrecipient agreement/contractual services	
	Confirm Time and effort reporting for all appropriate personnel (if required)	
	Award budget amendments	
	No-cost extension options	
	Final reporting requirements confirmed	
	Confirm records retention requirements/storage options/destroy date	
Grants Accounting		
	Review budget for anticipation of unspent funds/develop final spending plan	
	Confirm Match requirements met	
	Confirm leverage resource requirements documented adequately	
	Budget amendments/transfers	
	Determine time and effort reporting matches general ledger activity	
	Indirect costs recorded (if applicable)	
	Review open POs/requisitions	
	Complete final financial report, funds drawdown, record unobligated/rollover funds	
	Review for unallowable costs, take action if necessary	

	Review of unpaid funds to subcontractors	
	Review of uncollected revenue/reimbursements	
	Generate final fiscal reports, trial balances, budget reports	
Human Resources		
	Review anticipated payroll distribution/charges	
	Staff/supervisor notifications of end of employment (if applicable)	
	TS Staffing – temporary employees – terminate contracts	
Purchasing/Accounts Payable		
	Requisitions/Purchase orders outstanding	
	Process final accruals/invoices for payment	
Marketing	Terminate Intranet News	
	Inactivate website pages	
Property Management	Obtain final equipment inventory, determine final book value of equipment	
	Complete inventory of equipment, determine disposition (if applicable)	
	Follow disposition instructions of funding agency	
	Determine secure location for program record storage	
Facilities		
	Offices, classroom	
IT Services		
	Email, Computer, Phone, etc.	