Grants & Contracts Notice & Checklist

Award : _____
Sponsor : _____
Project : _____
PI Name : _____
End Date : _____

We are here to guide you through each step of the closeout process and support you in meeting all closeout requirements in a timely and compliant manner.

Transactions processed or recorded within 60 to 90 days prior to the Project End Date are considered high-risk and subject to increased scrutiny by internal and external auditors.

Sponsor approval and supporting documentation may be required.

Please review these transactions and confirm that each expense is: Allowable, Allocable, Reasonable, and Necessary

If **YES**: No action is required.
If **NO**: Take immediate corrective action.

Uncorrected costs later disallowed by the sponsor will be charged to the department via the designated default chartfield.

Budget Compliance - Period of Performance

☐	☐	Confirm total budget agrees with Sponsor's total authorized amount.
☐	☐	Review restricted budget categories.
☐	☐	Have you identified any actual or anticipated overruns in restricted budget categories?
☐	☐	Confirm expenses comply with sponsor requirements.

Need Budget Guidance?

Encumbrances - Period of Performance

☐	☐	Is the encumbrance summary accurate and up to date?
☐	☐	Are there paid, outdated, or incorrect encumbrances?
☐	☐	Do all encumbrances reflect valid commitments?
☐	☐	Document all actions taken for audit purposes.
☐	☐	For purchase order issues, contact Purchasing.

Need Help with Encumbrances?

Monthly Review (EOR)

- ☐ ☐ Have all monthly Evidence of Review (EOR) certifications been completed?
- ☐ ☐ Are all charges accurate, supported, and complete?
- ☐ ☐ Are any expenses missing from the project?
- ☐ ☐ Use eJournal or Cost Transfer forms as soon as possible

Refer to the Cost Transfer checklist.

Planned Expenditure - 90 Days Prior

- ☐ ☐ Have you identified all remaining expenditures and confirmed sufficient funding?
- ☐ ☐ Have all anticipated payroll, employee benefits, and F&A costs been projected through the award end date?
- ☐ ☐ Is a No-Cost Extension (NCE) or continuation setup anticipated?
- ☐ ☐ Will there be a balance available for carryover?
- ☐ ☐ **For federal awards,** have all required financial and technical reports (FFRs, RPPRs, invention statements, and other sponsor deliverables) been completed or prepared for submission by the applicable deadlines?

Planned Expenditure - 60 Days Prior

- ☐ ☐ Have all necessary sponsor approvals for budget revisions been obtained?
- ☐ ☐ Have any restricted-category expenditures been reviewed and approved?
- ☐ ☐ Have identified budget overruns been resolved or mitigation plans established?
- ☐ ☐ Have any unallowable or unsupported expenses been corrected prior to closeout?

Questions for Your GCO?

Planned Expenditure - 30 Days Prior

- ☐ ☐ Are there recent changes not reflected on reports?
- ☐ ☐ Have projected payroll, employee benefits, and F&A costs been validated against actual expenses?
- ☐ ☐ Have all anticipated late-posting transactions been reviewed and accounted for?
- ☐ ☐ Has the NCE or continuation request been submitted and approved?

Final Financial Review Assistance.

1 - 30 Days Past the Period of Performance

- ◯ ◯ Have all non-payroll expenses stopped posting?
- ◯ ◯ Have any late or unallowable charges been reviewed and resolved?
- ◯ ◯ Has all payroll fully posted and been verified?
- ◯ ◯ Have all necessary cost transfers and eJournals been completed?
- ◯ ◯ Have all overruns, open commitments, and encumbrances been cleared?

Post Award Assistance.

30 - 60 Days Past the Period of Performance

- ◯ ◯ Have all project charges ceased, with no further posting (including payroll)?
- ◯ ◯ Have all cost transfers and eJournals been approved and fully posted?
- ◯ ◯ Have all open commitments, encumbrances, and overruns been fully resolved and cleared?

60 - 120 Days Past the Period of Performance

- ◯ ◯ Have you confirmed all deliverables are received and accepted?
- ◯ ◯ Have you confirmed that all invoices have been submitted and any outstanding billing issues have been resolved?
- ◯ ◯ Have you identified and initiated deobligation of any excess/unused funds?
- ◯ ◯ Have you ensured all contractor closeout requirements are complete (final reports, property disposition, patent/invention statements as applicable)?

Final Reconciliation Support.

GCA Closeout Contact List

Closeout Request: GCACloseout@utah.edu.

Cost Transfer and Electronic Journal Request:

Please contact your assigned GCO.

The appropriate officer can be identified by referring to the Project Management Report.

Office of Sponsored Projects: ospawards@osp.utah.edu