PI CHECKLIST FOR CLOSEOUT

Responsibilities of the PI for Grant Closeout

- □ Reconcile financial expenditures with your award
  - o Staffing documents (payroll forms, etc.)
    - ▪ If there are employees on your grant who will still be employed after the grant end date, move them to the new appropriate BP.
    - ▪ Route any termination paperwork.
    - ▪ Review final payroll certifications.
    - ▪ Submit any and all timesheets and absence reports.
  - o Pcard transactions
    - ▪ Make sure all transactions are reviewed and approved.
    - ▪ Ensure all transactions have the correct account number and scan all receipts/support documentation into the system.
  - o APIDs
    - ▪ Make sure all invoices/bills (including subawards) are paid for the grant before the end date.
    - ▪ Any unpaid expenses must be brought to your grant accountant's attention.
  - o Travel vouchers
    - ▪ Make sure travel vouchers are submitted timely and notify grant accountant for any that are unpaid.
- □ Review and complete any POs or encumberances in order to close out the account.
- □ Submit any final Progress Reports
- □ Create inventory for any equipment purchased with grant funds. See Property Control for more information.
- □ Review any internal billings (Facilities, MUC, Telecomm, ITS, etc.) and change BP numbers of request cancelation.
- □ Ensure all cost share is accounted for and charged to the appropriate cost share account
- □ Close any IRB or IACUC protocols
- □ Work with your grant accountant to return any unused funds (if required)

After the Grant End Date

- □ ORP will ensure any final invoices are submitted.
- □ ORP will submit any final financial reports.
- □ ORP will work to zero-out the account to close. (Your Grant Accountant will be in communication with you for any questions on remaining or delinquent accounts.)