



**SPONSORED PROGRAMS ADMINISTRATION**

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**Sponsored Project Closeout Checklist**

<b>Grant Code:</b> _____	<b>Fund (s):</b> _____
<b>Title:</b> _____	<b>Total Award: \$</b> _____
<b>PI:</b> _____	<b>Project Period:</b> _____
<b>Final Reports/Invoice Due:</b> _____	<b>GCO Contact:</b> _____

**1. Review Account Terms and Conditions**

- Fund Method? Fixed price? Cost reimbursable?
- Sub-contracts? Y N - final invoice received/paid; required final reports received per contract; encumbrances
- Cost sharing? Y N – Verify cost share commitment was met or work with GCO
- Program Income? Y N - may require refund or might be carried forward to renewal
- Verify with PI that the project is ending

**2. Review of Expenditures**

- Email GCO to confirm expenses are final
- Check for rogues and make necessary corrections
- Check for expenses that posted after the end date (on cost reimbursable awards only)
- Check for unallowable expenses, per award requirements – work with GCO contact
- Review each account code for negative total expenses and correct as needed
- Review for fabricated equip (128XXX) and transfer to correct account code
- Remove overdraft?
- Clear Obligations/encumbrances
- Review Cost Share and term hard match CFOP as appropriate

**3. Analysis of ICR**

- Verify ICR rates are recorded at appropriate rate, per agreement F&A \_\_\_\_\_ (MTD/TDC) T&F \_\_\_\_\_

**4. Deliverables/Patents:**

- Verify all deliverables completed and/or final report done.
- Determine if there were any potentially patentable inventions, only if reporting required by sponsor

**5. Analysis of Billings and Receivables**

- Review to insure that total charges were billed
- Is a refund needed (Cost Reimbursable)
- Has the final invoice been paid? Y N

**6. Final reporting, as required by sponsor – Prepared/Verified by GCO, may need to work with the department**

- Final Financial Report (completed by Section)
- Cost Share Report (completed by Section)
- Final Technical Report, Progress Report or other deliverables
- Patent/Invention Report (completed by Closeout)
- Equipment/Property (completed by Closeout)
- Subcontractor Releases (completed by Closeout, only if required by sponsor)

