

✓	Project Investigator Grant/Project Closeout Check List
	1. First things first. Check the Award Notice due dates and requirements for final reports.
	2. No-cost extensions. Determine whether the grant will be completed by the project end date noted on award Transmittal Notice. If a no-cost extension is necessary contact the Post Award Office to initiate the extension process. A written justification for the extension request and a revised budget for the remaining funds is required by the Post Award Office before a date extension will be processed.
	3. Expense Posting. Have all appropriate expenses been posted to the project? {Evaluators, Participants, Consultants, Students} If no, confirm that outstanding salary expenses, purchase orders, P cards, petty cash, expenditure transfers, payroll reallocations, subaward invoices, etc., have been processed for expenses to post by end of the project.
	4. Final purchases. Do you need to make any final purchases to complete the project? Equipment should not be charged this late in the project, unless approved by the agency or special circumstances exist (which should be carefully documented). Identify any outstanding invoices.
	5. PI Personnel Costs. Has PI effort/salary been charged to the grant according to the sponsor approved budget or sponsor permitted re-budgeting authority? If PI effort has not conformed to award terms, contact the Post Award Office for assistance.
	6. Other Personnel Costs. Have the appropriate change/separation Personnel Action Requests (PARs) been processed for individuals paid from your award? Have all student salary expenses been posted to your award?
	7. Cost-sharing. Will the full amount of committed cost-sharing be incurred by the project end date? If the commitment cannot be met, contact the Post Award Office immediately.
	8. Subawards. Will the subrecipient's portion of the project be completed on time? Will a no-cost extension be needed? If yes, both the subrecipient and UWG must request a no-cost time extension from the sponsor. Remind subrecipients to submit final invoice/reports (clearly marked "Final") within 60 days after the subaward end date <u>or</u> the date specified in the subaward agreement.
	9. All Reports Have Been Completed. Have all reports been submitted to the sponsor and copies submitted to the Post Award Office? {Interim, Final Technical/Narrative, Invention, Equipment, Patent}
	10. Fixed Cost Contract/Fee for Service. Have all deliverables been submitted to the sponsor and confirmation received that all deliverables/services were satisfactory? Has confirmation been submitted to the Post Award Office?
	11. Inventory/Asset Management. All equipment including small IT equipment such as laptops, tablets, digital recorders, etc. purchased with grant funds are the property of UWG and not the Principal Investigator. Have all of these items been tagged by Asset Management?
	12. Record Retention. Final narrative and research reports should be retained permanently. Other records are to be retained 5 years after project end date for non-research grants and 7 years for research grants. If research involved Human Subjects, data should be retained as specified in IRB application. (see USG Records Retention Schedules for further clarification)