

## DEPARTMENT AWARD FINAL CLOSEOUT CHECKLIST

Email: [researchfinance@vanderbilt.edu](mailto:researchfinance@vanderbilt.edu)

Use this checklist as a guide to close out sponsored awards & projects. Refer to the '[Closeout Procedures](#)' for more information on project closeout. The Grant Manager/Administrative Officer must complete all four sections. Submit the completed checklist to Research Finance within 30 days of award end date. Any questions may be addressed to the Grant Analyst.

1. Complete Step 1: Award Information
2. Complete Steps 2-3: Mark Complete when you have completed the item; mark N/A if this information does not apply to the project. Do not leave blank responses.
3. Complete Step 4: Enter full name and date completed

### Award Information

PI NAME (Last, First)	
FUNDING AGENCY	
AWARD END DATE	
AWARD NUMBER	
PROJECT NUMBER	

### Step 1: 60 – 90 days prior to award end date

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Confirm total budget agrees with Sponsor's total authorized amount.
<input type="checkbox"/>	<input type="checkbox"/>	Validate accuracy of cost sharing (mandatory).
<input type="checkbox"/>	<input type="checkbox"/>	Review expenditures for allowability and remove unallowable costs.
<input type="checkbox"/>	<input type="checkbox"/>	Transfer salary in excess of applicable salary cap rate.
<input type="checkbox"/>	<input type="checkbox"/>	Transfer or justify equipment purchase within 90 days of award end date.
<input type="checkbox"/>	<input type="checkbox"/>	Review other restrictions such as foreign travel and supplemental funding.
<input type="checkbox"/>	<input type="checkbox"/>	Verify expenses are within approved budget categories. Re-budget as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm F&A is recorded using the appropriate F&A Base & negotiated rate.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure subaward expenses are posted for the first \$25,000.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Subcontracts/Consultants invoices have been collected & processed.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Expenses and payments related to Program Income.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure PI effort has been documented & certified in eCRT.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure in-kind contributions are met with verifiable documentation.

Step 2: 30 days prior to award end date		
Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Update payroll distribution to remove expiring projects.
<input type="checkbox"/>	<input type="checkbox"/>	Close or change purchase orders.
<input type="checkbox"/>	<input type="checkbox"/>	Process open commitments and close any remaining balances.
<input type="checkbox"/>	<input type="checkbox"/>	For multiple projects: Verify all expenses have been charged to the projects.

Step 3: Post Close		
Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Non-Financial Reports requirement has been met (technical, progress & invention).
<input type="checkbox"/>	<input type="checkbox"/>	Financial Reports requirement has been met.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure additional award closeout document requirement is completed.
<input type="checkbox"/>	<input type="checkbox"/>	For Fixed Price, confirm residual balance and provide unrestricted project.

Step 4: Additional Note/Comments

As noted in the Closeout of Externally Sponsored Awards Procedures, Implicit with the submission of the closeout checklist, the department is affirming the department and PI have approved the closeout.

CLOSEOUT PREPARED BY:

DATE: