**Sponsored Projects Close-Out Checklist**

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| **90 Days Prior To Award End Date Through Close Date** |
| ACTION ITEMS |
| **Verify if award will be closed or extended. If award is being extended**   * Submit a no cost extension request to OVPR.   *(NCE Process overview:* [*https://research.gwu.edu/award-adjustments#NCE*](https://research.gwu.edu/award-adjustments#NCE) *)* |
| **Inform research staff/students that award is ending**   * Work with the HR Client Partner on terminating staff * Or move staff to other funding source |
| **Verify effort processed and posted correctly.**   * If necessary,submit Labor Redistributions for previous pay periods * Submit EPAFs for period beyond the award end date for all staff being charged to the awards |
| **Verify that all expenditures are processed and posted. If necessary,**   * Submit Departmental Corrections Forms (DCF) and CTJF to transfer expenditures on or off the award * Submit invoices for open Purchase Orders to clear encumbrances * Liquidate all outstanding encumbrances * Request, review sign and submit final invoices from consultants/contractors * Ensure that all Tuition expenditures posted correctly * Ensure that all Stipend expenditures posted correctly * Submit PCard & Travel expenses in Concur * Identify and submit any outstanding requests |
| **Verify that Subaward(s) is/are ready for closeout.**   * Deliverables/milestone have been met * Final sub award invoices and effort certification have been received and have been submitted for payment (invoices should be marked final) * Review all sub expenditures and ensure that they are all posted to the correct subaward #. If not, request that the expenditures be transferred to correct sub award # by submitting DCFs. |
| **Verify cost share commitment has been met**   * Review cost share expenditure and verify if all applicable costs h posted * If reason for unmet cost share is justifiable, submit cost share adjustment request to the sponsor (this should be done no later than 90 days before the award end date) * If all expenditures have posted and if the sponsor does not approve an adjustment, transfer expenses from main award to cost share award to make the spending level equal |
| **Review and submit all final reports**   * Final Technical Report * Patent and Property Report * Final invention Statement * Disposition of fixed assets * Other (review your award document for any additional reporting) |
| **Other Close out Tasks to be completed**   * Account for any real and personal property * Review and ensure all expenditures posted to the appropriate expenditure account codes * Review award for administrative costs that were not budgeted and do not have prior approval. Submit DCFs/CTJF if necessary * Ensure Suspense and Failed Funds has cleared * If fixed price award, submit residual funds transfer request to GCAS * Coordinate with GCAS SPFA the final close out of the award. Inform SPFA of any outstanding credits |
| ***Reminders:***  *Please remember that expenditure discrepancies, if any, must be identified****thirty****days prior to the closing award date to be reflected on the final financial report. Additional costs may not be posted after the final report draft.*  *Notification of the completed technical/progress report will need to be provided to OVPR.* |
| **Resources:**  [OVPR Handbook, Close-Out (page 42)](https://research.gwu.edu/sites/research.gwu.edu/files/downloads/SP%20Handbook%20-%208-24-15.pdf)  [Award Management and Close-out Policy](http://my.gwu.edu/files/policies/AwardCloseoutPolicyFINAL.pdf)  <https://research.gwu.edu/award-management> |