**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
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| **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
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| **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
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| **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.
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| **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
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| **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)
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| **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
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| ***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>  |