**GRANTS & CONTRACTS CLOSEOUT CHECKOFF SHEET**

**\*Notify Grant Accounting that you are in the process of closing a grant\***

**Index No.**

**Name of Grant:**

**Ending Date:**

**Review all expenses:**

If an extension /renewal is needed, contact the Sponsored Programs Office.

Have all vendors been paid?

Do any open PO’s need to be liquidated?

Have all University departmental charges cleared (postage, motor pool, etc.)?

Do any p-card reallocations need to be processed (reimb. depart. credit card)?

Has all grant personnel been paid correctly?

Grant Accounting will adjust fringe benefits, if applicable.

Grant Accounting will adjust F&A expenses, if applicable.

**Cost Share:**

Has required cost share been met?

Has in-kind cost share been documented?

**Subcontracts:**

Have you received final reports from the subcontractor?

Has the subcontractor been paid?

**Reports:**

Have you sent the final progress/narrative report?

Grant Accounting will send the final expense report, with PI approval.