

GRANT COMPLETION CHECKLIST

Funding Agency: _____

Project Title: _____

Project ID (ex. 20XESJC09RSMITH): _____

The Project Director has responsibility to:

(Please place a check mark by each completed objective and include additional information where indicated. Sign, date and submit to the Office of Research and Sponsored Programs.)

Verify that project objectives based on the original/amended proposal were met

Review expenditures on the grant account to ensure final zero balance

or

Notify School Budget Officer where to move residual funds

Chart String _____ Amount _____

Cover any overdrafts or disallowed expenses from other accounts

Substantiate cost share/matching expenditures and maintain hard-copy records

List PeopleSoft Chart String for matching funds or check option for "no matching/cost sharing amounts:

Chart String _____ Amount _____

Chart String _____ Amount _____

_____ No matching or cost sharing amounts

Contact co-investigators or sub-awardees for reports

Notify grant employees of termination or arrange for other source of payment

Complete inventory of equipment and plan for disbursement of remaining equipment and supplies

Verify that the project files are complete and records are transferred to appropriate personnel for future retrieval

Prepare and submit reports on time, within agency requirements, providing copies to RSP

interim

annual

final programmatic reports

Provide detail as necessary to RSP for final invoicing and to General Accounting for fiscal reports

Maintain records for undergraduate, graduate, and post-doc student research training. Responsible conduct training is required for any student working on the project regardless of compensation.

Records are filed in the following office: _____

Submit final checklist to RSP to close the award

Project Director's Signature

Date Submitted