

## **STEPS TO SUCCESSFUL CLOSE-OUT OF GRANTS AND CONTRACTS**

### ***90 Days Prior to End Date:***

1. Determine whether a no-cost extension will be necessary?
2. Have the necessary requirements been met (i.e., cost-sharing, reports, deliverables, etc.)?

### ***30 Days Prior to End Date:***

3. Review encumbrances/purchase orders.
4. Review subagreement billing activity and their cost-share reporting (as applicable).
5. Confirm that all expenditures are accurate and allowable.
6. Review and confirm all cost-share / in-kind commitments (as applicable).
7. Review personnel expenditures (work with the appropriate departmental staff to confirm the specific date to which salaries will no longer be charged to the project).

### ***After Project End Date:***

8. Request final invoice and close out documents from subrecipients. Work with the Office of Sponsored Program (OSP) to close out any subagreements and unencumber any excess funds (as applicable).
9. Submit all forms, reports and clearances (if required):
  - a. Final patent/invention report (through OSP);
  - b. Final property report (through OSP). Prepare government-furnished equipment that is to be returned to Sponsor;
  - c. Final technical report to Sponsor; and
  - d. Final financial report (submitted by Contracts and Grants Accounting).