



COLLEGE OF SCIENCES RESEARCH OFFICE

CLOSEOUT FORM

The Office of Contracts & Grants routed a closeout request for Project # _____ which ends _____. Please confirm and list all allowable reconciling items below. Route the completed form in Docusign to your College Research Office (CRO) Post-Award accountant by the deadline 3.4. Failure to submit this form by the deadline will result in reporting final expenses as of the budget end date in WRS. "Reconciling Items" that can be included in the final billing are allowable expenses incurred during the project period that have not posted to the Ledger-5 account by the end date. "Reconciling Items" that must be removed from the project are all unallowable costs or costs incurred outside the project period. List reconciling items below and process the actions to remove them from the project.

- ALL continuing appointments MUST be removed from project.
• ALL payroll redistributions to increase expenses must be processed prior to the project end date.
• Review WRS P1 Report:
o ALL encumbrances MUST be cleared from Financial System.
o Account payable (22010) balance should represent ONLY valid unpaid vouchers. Take the necessary actions to expedite payment or close the voucher.
• Review the EQUIPMENT category to ensure that costs applied here are equipment. Run the AM Equipment Reconciliation Report in the PI Portal to confirm.
• Include Subcontractor FINAL Invoice amount if invoice has not yet posted to WRS. ALL Subcontractor invoices MUST be signed by the Lead PI.
• Review Cost Share commitments including "Third Party." Submit documentation with this form.

Table with 4 columns: Type, Reference #, Account Code, Amount. Includes rows for WRS TDC, WRS INDIRECT, and summary rows for TOTAL RECONCILED DIRECT COSTS, TOTAL RECONCILED INDIRECT COSTS (F&A), and FINAL TOTAL COSTS.

I certify to the best of my knowledge, that the financial information on this form is correct and complete and that all outlays are for the purpose set forth in the award documents. Additional costs that are NOT listed as reconciling items are the Department's responsibility for payment and will have to be removed within 30 days of the end date of the project.
Department Budget Approver's Signature _____ Date _____



COLLEGE OF SCIENCES RESEARCH OFFICE
CLOSEOUT CERTIFICATION

Project ID: _____

CRO Accountant signature: _____

Route in DocuSign

EXPENSES

- a. All expenses were incurred within the period of performance?
b. All expenses have been reviewed for allowability/allocability?
c. Subawards were executed against the prime project?
If YES, Final invoices have been received from each Subawardee?

REPORT

- d. Technical reports have been completed and sent to the Sponsor and SPARCS?

INVENTION

- e. Has an invention been made using funds from this project?

If NO, you are certifying that no invention was made using these funds.

If YES, provide disclosure number(s), attach additional pages as needed:

Disclosure No.: _____

SUPPLIES AND MATERIALS

- f. All supplies and materials purchased have been used for this award only?
g. Are there any unused supplies and materials?

EQUIPMENT

- a. Equipment was purchased on this award?
b. Sponsor-Furnished or Donated Equipment is present?
c. Fabricated equipment is present, and the C&G and AM systems reflect this?

If YES to any of the Equipment questions, please list all Asset ID's below, attach additional pages as needed:

Table with 2 columns: ASSET ID, DESCRIPTION

COST SHARE

- a. Was there Cost Share committed to this project?
If Yes, what Type? CASH MATCHING, THIRD PARTY, OTHER

OTHER

- a. All necessary Payroll Redistributions have been processed?
b. Materials Management has been contacted to remove Project ID from database?
c. COMTECH has been contacted to remove Project ID from database?

This section must be completed by the PI when there is no e-certification for the closeout.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award documents.

Principal Investigator's Signature

Date