

# DEPT 90 DAY CLOSEOUT CHECKLIST for Ledger 5 Funding

Account #: \_\_\_\_\_

Sponsor: \_\_\_\_\_

RADAR #: \_\_\_\_\_

Lead PI: \_\_\_\_\_

Who	Starting from end date	Task	Date Completed or NA	Specific Actions Taken	Notes
<b>90 DAYS PRIOR TO AWARD END DATE</b>					
DEPT	-90	If NCE is required, process request via PMR.			After PMR request for NCE is approved by sponsor, <b>NO FURTHER ACTION</b> necessary on this closeout task list. SPARCS will update closeout date in RADAR system.
DEPT	-90	Notify Subawards that PRIME award will be closing and date final report and invoice are required.			
DEPT	-90	Check TEARS CS Report to see if the PI and other researchers who are paid on the award have any variances or outstanding effort reports which need to be certified.			
DEPT	-90	Work with PI/Lab Manager to create a <u>Final Spending Plan</u> for all segments associated with the award (including subs, student tuition, and missing payroll).			Review <b>every</b> segment in the award.
DEPT	-90	Review Award Terms and Conditions (remembering to review all MODS, and the RFP to ensure all deadlines and objectives will be met.)			
DEPT	-90	Confirm any stipend and/or tuition being charged to this award.			
DEPT	-90	Update system for salaries to be charged to this award.			
DEPT	-90	Determine if any program income exists.			
DEPT	-90	For cost sharing, verify all items are fully documented, and that the match requirement will be met.			All effort must captured in TEARS or AFM in order to be claimed as matching. Non-salary Cost Sharing/Third Party must be accompanied by a letter on letterhead stating that the charges/cumulative amount is related to/in support of the project.
DEPT	-90	If competing renewal exists, PI must submit a new PINS record for proposal.			
DEPT	-90	If NSF, review Participant Support Cost budget and expenditures. Rebudgeting of PSC is *not* allowed without prior approval.			
DEPT	-90	Review other line-item caps or rebudgeting requirements as noted in award notification, RFP, and sponsor terms and conditions.			
DEPT	-90	If fabricated equipment exists confirm that list of fabricated purchases has been provided and processed through C&G and Asset Management completely			Reconcile WRS equipment expenses with the Asset Management system, they should be exactly the same amounts in both systems