

## CLOSEOUT FORM

The Office of Contracts and Grants routed a closeout request for **Project # \_\_\_\_\_** which ends \_\_\_\_\_. Please confirm, identify, and list all allowable reconciling items below. Submit the completed form to your College Research Office (CRO) Post-Award accountant. Failure to submit the reconciling item form to the CRO by the deadline provided in your “Closeout Notification Email” will result in reporting final expenses “off term”, as of the project end date in WRS.

“Reconciling Items” that can be **included** in the final billing are allowable expenses incurred during the project’s Period of Performance (PoP), that have not posted to the Ledger-5 account by the end date of the project. “Reconciling Items” that must be **removed** from the project are all unallowable costs or costs incurred outside the project PoP, these must also be listed below and removed from the project.

- **ALL continuing appointments MUST be removed from project.**
- **ALL payroll redistributions must be processed prior to the project end date.**
- **Review WRS P1 Report:**
  - **ALL encumbrances MUST be cleared from Financial System.**
  - **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 indeed equipment and not supplies \$5,000 or > per item purchased. Reconcile WRS Equipment with Asset Management.**
- **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.**

[illegible]

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 \_\_\_\_\_

**CLOSEOUT CERTIFICATION**

Project ID: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

**EXPENSES**

All expenses were incurred within the period of performance? YES NO

All expenses have been reviewed for allowability/allocability? YES NO

Subawards were executed against the parent project? YES NO

If YES, final invoices have been received from each Subawardee? YES NO

**COST SHARE**

Was there Cost Share committed to this project? YES NO

If Yes, what Type? CASH MATCHING THIRD PARTY OTHER

**REPORT**

Technical reports have been completed and sent to the Sponsor and SPARCS? YES NO

**INVENTION**

Has an invention been made using funds from this project? YES NO

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

If YES, please submit an invention disclosure to the Office of Technology Transfer immediately.

Disclosure No.:

**SUPPLIES AND MATERIALS**

All supplies and materials purchased have been used for this award only? YES NO N/A

Are there any unused supplies and materials? YES NO N/A

**EQUIPMENT**

Equipment was purchased on this award? YES NO N/A

Sponsor-Furnished or Donated Equipment is present? YES NO N/A

Fabricated equipment is present, and the C&G and AM systems reflect this? YES NO N/A

If YES to any of the Equipment questions, please list all Asset ID's below:

ASSET ID	DESCRIPTION

**OTHER**

All necessary Payroll Redistributions have been processed? YES NO N/A

**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