UIC Sponsored Project Closeout Checklist

IMPORTANT

If you are certain that a project is **NOT** ready to proceed to closeout, please notify the Grant Specialist assigned to that project immediately. Please use [Who Manages My Grant?](#) to find the Grant Specialist who manages your project.

If the project will end as scheduled, please follow the timeline below to ensure timely project closeout:

From -90 Days to Project End Date

Changes that need to be processed
- ☐ Prepare to change HR appointments from grant C-FOAP to other appropriate C-FOAPs

Expenses related to the project
- ☐ Ensure that all project-related expenses have posted
- ☐ Confirm that salaries have been charged according to the budget or within sponsor permitted re-budgeting authority
- ☐ Ensure that any committed cost sharing has been incurred and appropriately documented
- ☐ Identify and remove unallowable expenses
- ☐ Clear overdrafts, program advances, and rogue transactions
- ☐ Process any necessary cost transfers (journal vouchers or labor redistributions)
- ☐ Remind sub-recipients to submit final invoices and reports by due dates
- ☐ Identify outstanding invoices from vendors and purchases that have not arrived

From Project End Date to +45 Days

Changes that need to be processed
- ☐ Ensure that no active appointments are associated to the expired grant C-FOAP
- ☐ Update all service center accounts that are associated to the expired grant C-FOAP (e.g. telecom, BRL, RRC)
- ☐ Change P-card default C-FOAP
- ☐ Notify any other users of the fund that project has ended

Expenses related to the project
- ☐ Ensure that all project-related expenses have posted
- ☐ Confirm that all facilities and administrative costs and tuition remission costs have been assessed
- ☐ Close or change Purchase Orders
- ☐ Remove unallowable after-term charges
- ☐ Confirm that sub-recipients' final invoices have been paid
- ☐ Confirm that all adjusting journal entries (JVs) have been posted, including the removal of overdrafts

From +45 Days to +90 Days

Reporting related to the project
- ☐ Confirm that PI has met technical reporting requirements and deliverables
- ☐ Confirm that financial and cost share reporting requirements have been met