

Math Checklist for Closing Grants

## Six Month Pre-Closing Review

PI Name: \_\_\_\_\_ Speed: \_\_\_\_\_

PS cost center: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

This is year \_\_\_\_ of a \_\_\_\_-year project. Accounting End Date: \_\_\_\_\_

A-21: Yes / No FDP: Yes / No Fixed price / Cost-reimbursable

- ☐ Follow instructions on the [Transaction List Review](#), email financial staff outstanding items, release encumbrances that will not be used by the end date.
- ☐ Follow instructions on the [Payroll Expense/Encumbrance Review](#), modify fringe, do PRFs to stop encumbrances past the end date, if necessary.
- ☐ Complete the [Grant Budget Review](#), determine if any sponsor approvals or reallocations are required as determined by the approved budget flexibility and PI salary flexibility.
- ☐ On items that turn up in those reviews that are particularly big issues, contact the PI or office staff as necessary to get them resolved.
- ☐ Re-review the NOA and Mods to confirm that all fiscal and usage requirements are met.
- ☐ If the award is a fixed-price award, and it appears that more than 23% of the total award will remain at the end date, email and suggest that the PI extend the grant. Otherwise, the PI will need to submit a technical justification that the funds were not used, which the sponsor must approve.
- ☐ Check the [IDC \(F&A\) expended and encumbered](#) and request modifications of RFS.
- ☐ Email the PI (and their assistant or their designee) in the following format: "Your grant with <Sponsor> entitled <Title> of speedtype <Speed> is expected to expire on <Expiration date>. After expected expenses have posted (including those listed below), the balance remaining is \_\_\_\_\_. See attached for the most recent full reconciliation. Now is the time to prepare for the project's close and make your final purchases and personnel decisions. If the award will be extended without our involvement, please let us know. If you would like us to assist you with a no-cost extension, rebudgeting, or other grant-related issue, please send your request to [budgets@math.uh.edu](mailto:budgets@math.uh.edu) along with a technical justification for the sponsor." The subject of the email should be, "Pending Closure of <Sponsor>-<Speedtype>"
- ☐ Review the leave accrual of current benefits-eligible employees and send an email to the PI to suggest that the employees utilize their vacation time before the end of the project.

Based on the PI's reply email:

- ☐ **The project is ending.** Mark your calendar with the due dates for the 60 day review, grant end date review (1 week before), and final reporting review (1 week before accounting end date), as a reminder to complete the reviews below. Invite the DBA and other budget group members, only to serve as a backup in case you are out.
- ☐ **The project will continue as follows (stop the closeout process):**
  - ☐ Additional Funds will be added to same cost center, and the timeline will be extended.
  - ☐ PI requests and received a [no-cost extension](#) to \_\_\_\_\_ (date).
  - ☐ Additional Funds will be added to a new cost center with carry forward from old.
  - ☐ [Interim funding](#) will be prepared until funds/extension is processed in OCG.

Budget/Grant Staff Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

DBA Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

# Checklist for Closing Grants

## 60-Day Review

PI Name: \_\_\_\_\_ Speed: \_\_\_\_\_

completed?      Comments or Action Required

### Notification of PI & Staff

Include this cost center in the <a href="#">monthly closure notification</a> to financial and payroll staff at least 60 days prior to the end date of this grant. Email the PI that the project will expire in 60 days and all final purchases must be made and received before the end date. <b><i>Provide them with the current balance and reminder that equipment is not normally allowed in last 6 months.</i></b>		
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### Verification of Allowable Items

Are all expenses (PS account codes) allowed on the grant? If not, prepare reallocations.		
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### Expenditure Budgets

Review the NOA and Mods. Modify the <a href="#">grant budget review</a> to ensure that all types of budget strictness and flexibility are adhered to. Process reallocations or request a rebudgeting from the sponsor if necessary.		
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### Cost Sharing

If cost sharing is required, review the cost sharing report. Is the cost share requirement expected to be met by the end date?		
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### Encumbrances for Salary, Fringe, and PO's

<b>PS Salary:</b> Is the salary encumbrance accurate in <a href="#">PeopleSoft</a> ? Do PRF's if necessary to cut the funding at the grant end date.		
<b>FMP Salary:</b> Is the salary encumbrance accurate in <a href="#">FMP</a> ? Utilize the <a href="#">Payroll Expense/Encumbrance Review</a> . <i>Check monthly salary rate and assignment dates for accuracy. DO NOT modify the initial encumbrance without DBA authorization. Request or process RAF's as necessary.</i>		
<b>FMP Fringe:</b> Is the fringe encumbrance accurate in <a href="#">FMP</a> ? Modify initial encumbrance as necessary. Utilize the RAF form to obtain accurate fringe amounts for all outstanding checks, and to estimate the fringe on the last check(s).		
<b>Purchase Orders:</b> Is the PO encumbrance accurate in <a href="#">PeopleSoft</a> ? Confirm that all payments will be made by the accounting end date or do an Encumbrance Adjustment Form.		
<b>Purchase Orders/Vouchers/other financial outstanding item:</b> Is the PO encumbrance accurate in <a href="#">FMP</a> ? Are the outstanding items accurate in FMP? Check for outstanding invoices not yet entered including P-card/T-card and Research Stores. Use the <a href="#">Transaction List Review</a> . <i>Check with department purchaser to verify final payments.</i>		

### Telecommunications Encumbrances

Is there <a href="#">Long Distance</a> encumbrance on the cost center? <i>Prepare <a href="#">Telecomm Work Request</a> to change cost center.</i> <i>Prepare <a href="#">Encumbrance Release journal</a> to release the encumbrance.</i>		
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☐ Check the [IDC \(F&A\) expended and encumbered](#) and request modifications of RFS.

Completed as of \_\_\_\_\_ FMP Balance \_\_\_\_\_ PS Balance \_\_\_\_\_

Budget/Grant Staff Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

DBA Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

# Checklist for Closing Grants

## Grant End Date Review

PI Name \_\_\_\_\_ Cost Center \_\_\_\_\_

Expiration Date \_\_\_\_\_ Technical Report due date \_\_\_\_\_ Financial Report due date \_\_\_\_\_

Cost center must be closed out within ( \_\_\_\_ 15 \_\_\_\_ 30 \_\_\_\_ 60 \_\_\_\_ other ) days after grant end date.

### Notification of PI & Staff

completed

Comments or Action Required

Include this cost center in the <a href="#">monthly closure notification</a> to financial and payroll staff within one week of the end date of this grant. Email the PI that the project has expired.		
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### Verification of Cost Center Budget & Expenditures (Prepare reallocations as needed).

Yes/No

Comments or Action Required

Are all expenses (PS account codes) allowed on the grant?		
Are there any issues that arise from the <a href="#">Grant Budget Review</a> ?		
Are all encumbrances released in ____ <b>FMP</b> ? ____ <b>PeopleSoft</b> ? Utilize the <a href="#">Payroll Expense/Encumbrance Review</a> . Note: only the DBA should release salary encumbrances in FMP. However, do modify the initial FRINGE encumbrance as necessary. Utilize the RAF form to obtain accurate fringe amounts for all outstanding checks/reallocations.		
Are there any outstanding expenditures that have not posted? Utilize the <a href="#">Transaction List Review</a> .		
Does FMP budget & expenses match PeopleSoft?		

### Cost Sharing

If cost sharing is required, obtain the final cost sharing report and supporting documents. <i>Is the cost share requirement met? After DBA approval, efile all documentation in the cost sharing subfolder of the cost center folder.</i>		
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### Equipment Inventory

<input type="checkbox"/> If NOA indicates that equipment is <a href="#">not</a> vested with the University, Property Management will come by after the end date with paperwork. Follow their instructions.
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### Send to Research Financial Services the following:

<input type="checkbox"/> Copies of expenditures that have not yet posted. <input type="checkbox"/> Copies of reallocations that have not yet posted. <input type="checkbox"/> Cost share report and supporting documents. <input type="checkbox"/> Notification of any encumbrances remaining and whether they will be released. Indicate amount to be paid/released.	Sent to/Date:
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☐ Check the [IDC \(F&A\) expended and encumbered](#) and request modifications of Research Financial Services. Attach a copy to this sheet for review and approval.

Completed as of \_\_\_\_\_ FMP Balance \_\_\_\_\_ PS Balance \_\_\_\_\_

Budget/Grant Staff Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

DBA Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_



# Checklist for Closing Grants

## Final Reporting and Close Out Review

PI Name \_\_\_\_\_ Cost Center \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Final Reporting

#### Communicate with Research Financial Services on the Final Billing

1. Before submitting final invoice to agency, Research Financial Services (specifically the billing representative on the award) should contact department to verify whether PS figures are accurate.
2. Verify Financial Report submitted to Agency by RFS matches FMP and PS. (RFS should send a copy to department. Contact RFS if not received.)
3. Reconcile difference and if a correction is necessary to the final bill, send documentation of the corrective actions to Research Financial Services, await a new final fill to reapprove, and return to #1.
4. AS SOON AS A FINAL REPORT IS SUBMITTED, a pdf print of the Transaction List, Project Status Summary and Payroll List showing the accurate balances and expenditures included in the final billing. The printouts should be submitted to the PI for review/approval as well.

#### Verification of Cost Center Budget & Expenditures (Prepare reallocations as needed).

	Yes/No	Comments or Action Required
Are all expenses (PS account codes) allowed on the grant?		
Are there any issues that arise from the <a href="#">Grant Budget Review</a> ?		
Are all encumbrances released in <u>FMP</u> ? <u>PeopleSoft</u> ? Utilize the <a href="#">Payroll Expense/Encumbrance Review</a> . Note: only the DBA should release salary encumbrances in FMP. However, do modify the initial FRINGE encumbrance as necessary. Utilize the RAF form to obtain accurate fringe amounts for all outstanding checks/reallocations.		
Are there any outstanding expenditures that have not posted? Utilize the <a href="#">Transaction List Review</a> .		
Does FMP budget & expenses match PeopleSoft?		

#### Send to Research Financial Services the following:

<input type="checkbox"/> Copies of expenditures that have not yet posted. <input type="checkbox"/> Copies of reallocations that have not yet posted. <input type="checkbox"/> Cost share report and supporting documents. <input type="checkbox"/> Notification of any encumbrances remaining and whether they will be released. Indicate amount to be paid/released.	Sent to/Date:
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#### Cost Center Close Out FMP balance \_\_\_\_\_ PeopleSoft bal. \_\_\_\_\_

- ☐ Notify the PI to complete the Final Technical Report (if required, see NOA). Upon receipt, upload a copy of the report to RD2K, and save a copy of the report in the Cost Center's folder in the R drive.
- ☐ Pdf print the transaction list of the entire cost center in FMP with the expenses and encumbrances exactly matching the final bill. Save in the cost center's folder with a filename in the format Final.billed.FMP.expenses.MMDDYY.pdf.

NOTES \_\_\_\_\_

Completed as of \_\_\_\_\_ FMP Balance \_\_\_\_\_ PS Balance \_\_\_\_\_

Budget/Grant Staff Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

DBA Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

Checklist for Closing Grants

## Preparation for Inactivation

PI Name \_\_\_\_\_ Cost Center \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Cost Center Close Out** FMP balance \_\_\_\_\_ PeopleSoft bal. \_\_\_\_\_

- ☐ Check the following that applies and handle accordingly:
- ☐ Cost reimbursable: verify that the cost center has a zero PeopleSoft balance. If not, send an email to OCG to request that the budget be de-obligated to zero out the cost center.  
Comments: \_\_\_\_\_
  - ☐ Fixed price with a balance of less than 23% of the original award: PI must request transfer of the balance to a residual funds cost center.  
Comments: \_\_\_\_\_
  - ☐ Fixed price with a balance of more than 23%: PI must prepare a technical reason for the excess or ask the agency for an extension.  
Comments: \_\_\_\_\_
- ☐ The Final Technical Report has been uploaded in RD2K
- ☐ The Final Technical Report has been saved in the Cost Center's folder in the R drive.
- ☐ The Financial Report, Drawdown, or Final Invoice submitted to Agency by RFS matches FMP and PS. (Found in RD2K, under Financial Reports tab, contact RFS if it is not there.)
- ☐ The RFS final financial information has been saved to the cost center folder in the R drive.
- ☐ A Final fully-expended reconciliation of the cost center has been saved to the cost centers' folder with a file name in the format Final.Billed.FMP.Expensees.MMDDYY.pdf
- ☐ The cost center has been inactivated

NOTES \_\_\_\_\_  
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### Certification

I certify the following:

- ☐ This cost center is officially closed with a zero balance.
- ☐ All documents posted to this cost center are filed in the grant folder. The folder is to be maintained for a period of \_\_\_\_\_ years following final reporting as per sponsor requirement.

Budget/Grant Staff:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DBA:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date