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