

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