

SAMPLE CHECKLIST FOR CLOSEOUT

- ✓ All expenditures have posted to the account and have been reviewed for errors
- ✓ Labor charges have been reviewed for accuracy
- ✓ Outstanding Purchase Orders have been closed
- ✓ Commitments have been cleared
- ✓ Consulting Agreements closed and filed with project
- ✓ Subaward invoicing is final
- ✓ Subcontracting Plan Reports Filed
- ✓ Cost Sharing Obligations met and funds closed
- ✓ Contractor's Release & Assignments Forms filed (if applicable)
- ✓ Disposition of Restricted Information/Materials (if applicable)
- ✓ Sponsored Owned Property Report (if applicable)
- ✓ E-Verify requirements met (contracts only)
- ✓ Title to Equipment resolved and documented with Fixed Assets
- ✓ Final Technical or Progress Report Submitted
- ✓ Final Patent, Copyright and Invention statements submitted to sponsor
- ✓ Program Income verified (if applicable)
- ✓ Revenue and Expenditures balanced
- ✓ Indirect Cost calculations verified
- ✓ Sponsor Invoicing complete
- ✓ Financial Reports submitted to sponsor
- ✓ Excess funds are refunded to the sponsor