

Seattle University

Office of Sponsored Projects - Closeout Checklist

PI/PD: _____ SU Account #: _____
Sponsor: _____ Award ID #: _____
Grant Period: _____ Final Report Date: _____

Yes N/A To be completed by Principal Investigator with Budget Manager

- All faculty/staff/student appointments have been removed from the award.
- All JE/purchases/POs/ check requests have hit the account.
- All cost sharing requirements have been met and documented.
- All unallowable costs (as defined by the granting agency) have been removed.
- All technical and financial reports have been submitted to the sponsor.
- All subaward final reports have been received.
- All subcontract final invoices have been processed and/or reimbursed.

Does this account have a **\$0.00** balance? **YES** **NO** . If NO, complete Section A or B below.

A. List the remaining surplus balance \$_____.

Return \$_____ to the sponsor.

Carry \$_____ to the project's next year account: ____ - _____ (attach documentation of approval).

Unspent awarded balance of _____, (cost reimbursement basis only).

B. List the remaining deficit balance \$_____.

Carry \$_____ forward to the project's next year account: ____ - _____ (attach documentation of approval).

Transfer \$_____ to an unrestricted account: ____ - _____.

Yes N/A To be completed by Office of Sponsored Projects

- All effort reports have been certified and submitted.
- Set Destroy Date _____.
- Funder Provided Retention Requirement _____.

Yes N/A To be completed by Controller's Office

- All sponsor funding has been received.
- Print next GL Report.

Comments:

Required Signatures

PI Date

Budget Manager or Dean Date

OSP Date

Controller's Office Date