

Departmental Closeout Checklist

SIMBA G# _____ Principal Investigator _____

Grant Title _____

Grant End date _____ Final Cash based balance _____

Hold close date _____ Final Accrual based balance _____

All tasks on this list are due by the hold close date.

Certification	Comments	Status
1	Project expenses have been reconciled, are within the performance period of the award, and have been reviewed for allowability, reasonableness, and allocability. For fixed price agreements, all project costs have been completed accounted for in the grant fund(s). SIMBA Summary GM Budget vs Actual Report	
2	For any expenses that were posted after the end date, justification attached to this form SIMBA Summary GM Budget vs Actual Report run 'after' the award end date.	
3	Open encumbrances have been cleared or transferred. - 90 day Encumbrance Report	
4	All purchase orders are closed; no open purchase orders are left on the grant. BOBJ "POs by Grant " - Attach report to this checklist	
5	The cash based balance is the same as the accrual based balance SIMBA Summary GM Budget vs Actual Report; GM Cash Based Summary Report	
6	Personnel appointments have been moved to other funding sources. Change for wage payroll appointments were completed in Workday.	
7	For COP awards - all wages on the grant comply with the State Minimum Wages requirement	
8	For overspent projects, specific charges have been moved to non-sponsored funds.	
9	Property inventory has been notified of disposition of any equipment purchased on this grant and any unused, obsolete, stolen, or missing capital equipment.	
10	All project deliverables have been met, including required technical/program in accordance with sponsor requirements. Final technical report will be submitted by (add date in the 'Comments' box):	
11	All documentation for third party cost share complies with institutional requirements and has been provided to FOB.	

Additional comments:

PI's signature	Date
Departmental PAG or FA signature	Date