

The University of North Carolina at Greensboro

Close Out Checklist

Project Name Account No: Funding Agency End Date: Principal Investigator: Dept. **Principal Investigator Actions / Responsibilities:**

- Extension?:**
 Determine if a request for a no cost extension should be filed and confer with Office of C&G and ORS.
- Employees:**
 Funded Solely from this project?
 Contact Department Head - Decide if Employee will be retained and new fund source for pay.
 Contact applicable Personnel Office - Notice of Termination procedures - ASAP
 SPA - Office of Human Resource Services
 EPA - Office of Senior Associate Provost
 Split Funded?
 Contact Department Head - Determine replacement fund source, if available
 Give Written notice of Termination to Employees leaving UNCG employment.
 Prepare and Submit PD Forms for Terminations or changes in Employee Assignments
- Supplies:**
 If unused supplies exceed \$5,000, prepare Residual Inventory Statement Form (CG-99)
- Purchases:**
 Purchase Orders (not just requisitions) must be issued prior to the above project end date.
 Purchased items are received, invoiced and paid.
- Telephones:**
 Contact Telephone Services to have lines disconnected or paid from another source.
 Prorate equipment & base charges and voice mail charges to be moved to another source.
 For Long Distance calls not charged prior to final reporting deadline, work out options with C&G Specialist.
- Travel:**
 Assure that all travel reimbursements are filed timely.
 Assure that all travel advances have been repaid.
- Petty Cash:**
 Assure that all petty cash reimbursements are filed timely.
 Assure that petty cash advanced has been returned to Accounting.
- Cost Sharing / Matching:**
 Assure that all documentation required to support the amounts claimed is retained on file and complete.
- Project Completion:**
 Submit written statement (e-mail) to Office of C&G to verify total expenditures and that project is complete.

Contract & Grant Specialist Actions / Responsibilities:

- Extension?:**
 Determine if a request for a no cost extension should be filed and confer with PI and ORS.
- Subawardees/Subrecipients:**
 Formally notify PI if final invoice will not be received within the legally defined time frame.
- F&A (Facilities & Administrative) Costs:**
 Assure that total F&A Costs earned have been charged to the project.
- Cost Sharing / Matching:**
 Assure that all documentation required to support the amounts claimed is complete.
- Petty Cash:**
 Obtain information from the Asst. Director of C&G as to any petty cash advance and verify it is repaid.