

The grant administrator will work with all departments involved to complete this form.

## Principal Investigator and Project Information

PI Name

Funding Agency

Award End Date

Award Number

Austin College Account Number

Project Title

## Closeout Checklist

Schedule meeting with PI 90 days prior to completion of award: \_\_\_\_\_

### Expenses

- Review expenditures for allowability.  Yes  No  N/A
- Confirm all effort is appropriate and certified.  Yes  No  N/A
- Identify all outstanding invoices.  Yes  No  N/A
- Confirm all expenses have posted.  Yes  No  N/A
- Verify that all encumbrances have cleared.  Yes  No  N/A
- Ensure all journal entries have been completed and processed.  Yes  No  N/A
- Sub-recipients' final invoices have been paid.  Yes  No  N/A

### Record Changes

- Close or change Purchase Orders.  Yes  No  N/A
- Inform HR of account termination or other changes  Yes  No  N/A
- Update budget status to "closed."  Yes  No  N/A
- Update Colleague with reports submitted  Yes  No  N/A
- Update AC Grants excel file to closed status.  Yes  No  N/A

### Reporting

- All Technical Reporting Requirements have been met (PI).  Yes  No  N/A
- All Financial Reporting Requirements have been met (BO).  Yes  No  N/A
- Ensure Cost-sharing commitments are met.  Yes  No  N/A

Closeout prepared by: \_\_\_\_\_

Date: \_\_\_\_\_