

FRANKLIN & MARSHALL COLLEGE

GRANT CLOSE OUT CHECK IN

FACULTY MEMBER & STAFF REVIEW FOR EXISTING AWARDS

Date: _____ **Attendees:** _____

PI(s)/PD(s)/co-PI(s): _____

Sponsor/Program: _____

Award/Subaward #: _____

Award Date: _____ **Award Amt:** _____ **Account #:** _____

Project Title: _____

Project Period: _____

Programmatic/Technical Review with PI

1. Progress review - have all contracted or subaward activities been conducted, and have project goals and objectives been achieved or completed? YES NO If NO, please explain:

2. Did the PI and/or co-PI received grant salary within the last budget period? YES NO
If YES, effort must be reported on page 2 of this checklist.

Fiscal Review with PI

3. COGNOS report of account (attached) and balance (if applicable) discussed with PI.

4. If applicable, does the PI have plans to spend down remaining balance? YES NO N/A
If YES, please explain:

5. Are there any unallowable charges showing in the account (i.e. alcohol purchases with federal funding dollars)?
YES NO If YES, please describe in which charges are unallowable and provide the account # where the transactions should be moved:

6. Is the account overspent? YES NO If YES, please indicate where the overage should be charged:

7. Are there any charges appearing in the account that shouldn't be there? YES NO
If YES, please identify which charges shouldn't be in the grant account and provide the account number where the charges should be moved:

8. Are any transactions miscoded? YES NO
If YES, please identify which transactions are miscoded, the amount to be moved, and provide the account number where the transactions should be moved:

FRANKLIN & MARSHALL COLLEGE
GRANT CLOSE OUT CHECK IN
 FACULTY MEMBER & STAFF REVIEW FOR EXISTING AWARDS

<i>Review Required Closeout Documents with PI:</i>			
9. Final Report Due:			
10. Final Invoice:			
11. Other items to discuss?	YES	NO	If YES, please explain:

PI Effort Reporting Certification (if applicable):

I certify that I committed _____ % total effort, _____ summer months, to this research project for the grant budget period _____ to _____

I certify that I committed _____ % total effort, _____ summer months, to this research project for the grant budget period _____ to _____

Co-PI Effort Reporting Certification (if applicable):

I certify that the co-PI committed _____ % total effort, _____ summer months, to this research project for the grant budget period _____ to _____

I certify that the co-PI committed _____ % total effort, _____ summer months, to this research project for the grant budget period _____ to _____

I certify the related expenditures for the above-referenced project were managed and expended in accordance with all applicable laws and regulations, the terms and conditions of the funding agency and the subaward agreement (if applicable) and that, to the best of my knowledge, the expenditures were allowable, allocable to the project, and in accordance with the budget.

And if applicable: I also certify that the distributions of effort reported above represent a reasonable estimate of the actual work performed during the reporting period.

PI's Signature: _____

Date: _____