

Texas Tech University
Operating Policy 65.13, *Financial Reporting and Award Closeout for Sponsored Projects*
Attachment A: *Closeout Checklist*

Grant ID _____ Principal Investigator _____

Grant Title _____

In support of TTU's compliance effort, the below checklist must be completed by the Principal Investigator and submitted to Accounting Services (AS) in accordance with the timeline outlined in TTU OP 65.13. Please note that the below action items apply to all sub-FOPs and cost share FOPs associated with the sponsored project. Cognos reports are available from the Research Administration tab on the Raiderlink portal.

Certification		Resources	Status
1	Project expenses and cost share 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).	FI033, FI071, FI026A, FI120, FI144	
2	Final sub-recipient invoices have been received, approved, and posted to the project.	FI071, FI026A, FI120, FI137	
3	Personnel appointments have been moved to other funding sources.	HR115	
4	Open encumbrances have been cleared or transferred. This includes formally closing \$0 encumbrance balances with Procurement Services. Note: AS will liquidate encumbrances for all subawards.	FI137 techbuy.purchasing@ttu.edu	
5	Effort statements have been certified. Or, if statements not yet been released, salary charges have been reconciled and labor redistributions submitted as appropriate.	HR047	
6	For overspent projects, specific charges have been moved to non-sponsored funds.	FI071, FI026A, FI120, FiTS Financial Transaction System - FiTS	
7	Property inventory has been notified of any unused, obsolete, stolen, or missing capital equipment.	property.management@ttu.edu	
8	All project deliverables have been met, including required technical/program in accordance with sponsor requirements.	award documents	
9	Cost share requirements have been met in full. If not, the AS Grant Specialist has been notified.	TTU OP 65.07	
10	All documentation for third party cost share complies with institutional requirements and has been provided to AS.	TTU OP 65.07	

For fixed price agreements with residual funds that are greater than \$20,000 and/or 25% of the award, please provided a brief explanation in the box below for the reduced cost. Please include the department and individual researcher 18F residual FOP for the residual transfer request.

Department FOP for residual transfer	Individual Researcher FOP for residual transfer