



Sponsored Projects Close-Out Checklist

PS Project Title:		PS Proj #:
Principal Investigator:		Dept #:
Funding Agency & Initiative:		Award #:
Project Period:		Award Type:
In support of CSUCI's compliance effort this checklist must be completed and submitted by the Principal Investigator within 60 days of the project end date for all Sponsored Projects. For further information please see CSUCI Policy on Principal Investigator (AA.11.001), CSUCI Policy on Cost Allocation , Cost Recovery and Cost Sharing (AA.11.002), CSUCI Policy on Intellectual Property (AA.01.001), CSUCI Time and Effort Reporting Procedure, CSUCI Sponsored Programs Closeout Procedures, OMB Circulars A-21 and A-133 and CSUCI Property Guidelines. Questions may be addressed to the Post-Award Financial Analyst (x3175) and the Manager of Research and Sponsored Programs (x8808).		
Certification		√
1	Project financial transactions have been reconciled.	
2	Cost Transfers have been properly documented.	
3	Any encumbrances have been closed out.	
4	All chargebacks have been processed and are reflected on the project report.	
5	Cost-sharing commitment has been met and is correctly accounted for in accordance with regulations.	
6	Unapproved clerical and administrative expenses have not been charged.	
7	Final payroll documents have been processed and are reflected accurately on payroll and project reports.	
8	Personnel charges reconcile with Time & Effort Reports.	
9	Approval from sponsor has been received for changes in committed effort for Key Personnel as required by funder (Generally required on Federal grants if change is equal to or greater than 25% of proposed effort).	
10	Expenditures exceeding the Award amount or specific line items have been managed in accordance with applicable regulations.	
11	All subrecipient invoices, including final invoice, have been received, approved by the PI, and processed for payment.	
12	Property control and record keeping has been followed for purchase of Capital Equipment (exceeding 5k per item) or as required by funder.	
13	PI has informed Post Award Financial Analyst of any unused, obsolete, stolen, missing, unrepairable capital equipment purchased by the project.	
14	PI has submitted all required technical/program reports, including Final Report.	
15	PI has submitted Report of Patents and Inventions.	

PI's records related to this project are stored at the following location:

My signature certifies that the statements above are correct to the best of my knowledge and that all charges to this project are allowable, reasonable, and allocable in accordance with applicable regulations.

Principal Investigator Signature: _____ Date: _____

Financial Analyst Signature: _____ Date: _____

My signature acknowledges the closeout of this project.

Department Chair Signature: _____ Date: _____

The following documents are completed, signed, and attached to this checklist:

- All technical & program reports including final report
- Property and Inventory Report
- Report of Patents & Inventions

Submit to Post Award Financial Analyst by: