

<b>WEB CHECKLIST</b>
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Most sponsored projects require the agreement to be closed out within ninety (90) days after the end date. It requires a joint effort by the Principal Investigator, the Unit Business Office and Grant and Contract Services to meet this deadline.

The Principal Investigator has programmatic responsibilities including:

Yes	No	N/A

Within the last sixty (60) to ninety (90) days of the project, determine if the a no cost time extension will be required to complete the agreed upon scope of work and provide the required deliverables.

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Within sixty (60) days after the end of the project, ensure that all technical deliverables have been received for any subaward funded by the project.

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Within ninety (90) days after the end of the project, submit the required technical deliverables.

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If the Department of Defense funded the project, submit Standard Form 298 with final technical report.

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Within ninety (90) days after the end of the project, if the project was funded directly or indirectly with a Federal grant or cooperative agreement **and** there were more than \$5,000 expended on commodities, submit the Residual Inventory Form.

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Within ninety (90) days after the end of a US Department of Health and Human Services research project, prepare Final Invention Statement and Certification (Form HHS 568) and submit to Grant and Contract Services for signature.

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Within ninety (90) days after the end of a US Department of Defense project, prepare Report of Inventions and Subcontracts (DD Form882) and submit to Grant and Contract Services for signature.

The Unit Business Office has fiscal responsibilities including:

Yes	No	N/A

Within the last sixty (60) to ninety (90) days of the project, transmit the Principal Investigator's request for a no cost time extension with all the required documentation.

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Within sixty (60) days after the end of the project, ensure that all valid encumbrances are paid and any remaining balances are liquidated.

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Within sixty (60) days after the end of the project, ensure that all valid project expenditures are recorded in the correct fund code.

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Within sixty (60) days after the end of the project, ensure that all required matching/cost sharing expenditures are recorded in the correct fund code and are sufficient to meet the required ratio for the project's expenditure activity. All third party match/cost sharing must be documented in accordance with University policy and procedures.

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Within sixty (60) days after the end of the project, ensure that all remove any overruns, which may have occurred against the project.

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Within sixty (60) days after the end of the project, ensure that any subawards are paid and properly closed out within sixty days after the end date and all required reports have been received.

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Within ninety (90) days after the end of the project, send a photocopy of the cover letter and cover page of the final technical report to Grant and Contract Services.