



Department Checklist for Award Closeout

Principal Investigator: _____ Department: _____
Rutgers Account/Index Number: _____ Checklist Prepared By: _____
Award Expiration Date: _____ Checklist Completion Date: _____

Carefully read the award agreement and all terms and conditions. Some agreements have special terms related to financial/technical reporting, final close out, equipment or inventions. Any questions or requests regarding final closeout should be directed to DGCA and/or ORSP, as appropriate.

Please complete the following action items in preparation for final closeout of the account/index:

Finalize Expenditures (Immediate Actions before the Account Expiration Date)

- Payroll Allocations:** Move all payroll allocations to the appropriate account.
- Subcontractors/Consultants:** Confirm that all interim and final invoices and deliverables from subcontractors and/or consultants have been collected and processed.
- Commitments:** Process all open commitments and cancel remaining balance for invalid commitments. Confirm direct disbursements are documented/allocated to the correct expense category.
- Travel:** Verify that all travel expenses are processed and zero out pending advances.
- Tuition:** Contact DGCA to finalize any pending requests for tuition remission transfer.
- Other:** Finalize all other expenses, such as FedEx, E-Zpass, or Gas Cards expenses.
- Associated Accounts:** If any associated accounts exist, including Cost Share or Program Income accounts, verify all expenses have been charged to these accounts and include these figures in the final closeout.
- Project Accounts:** If there are any project accounts outside your department, please coordinate with the respective departmental managers to confirm the accounts are also in process of final closeout.
- Non-Financial Reports:** Verify all progress and/or technical reports and deliverables have been submitted.

Reconcile Account (Actions upon receipt of the DGCA account reconciliation)

- Adjustments:** Review the account reconciliation provided by DGCA:
 - Validate accuracy of expenses including F&A rate, fringe rate, and gift assessment fee calculations.
 - Process any adjustments and provide DGCA with backup documentation for final reconciliation.
- Balance/Overdraft:** Coordinate with DGCA to determine the final closeout amount, including as applicable:
 - Transfer of any unauthorized/overdraft expenditures off of the account.
 - Request for carry-forward balance to the following year.
 - Request for residual funds balance to be transferred to a residual account.
- Cost Sharing:** Validate accuracy of all cost sharing. Zero out the state and non-state cost sharing accounts.
- Program Income:** Closeout any program income accounts. Finalize balances for transfer to the following year.
- Closeout Report:** Compile completed award file information for archive, including: Proposals, Endorsement Forms, Award Notices, Correspondences, Expense/Cost-Transfer Documentation, Final Account Reconciliation

Complete Follow-Up (Actions for final closeout completion)

- PI Approval:** Obtain PI's confirmation of (1) the final account balance, (2) completion of all contractual commitments, and (3) submission of all reports required by the sponsor via PI response to the Final Confirmation Email from DGCA.
- Archive Account:** Archive the account once it is zeroed out (budget = expenses = cash received). Confirm that:
 - Final adjustments correctly posted, including: JEs, SWRJ's, pending invoices, etc.
 - Carry-forward/residual balances were transferred to the appropriate accounts.
 - Unauthorized/overdraft balances were transferred off of the account.
 - All deliverables and reports/invoices were received and paid by the sponsor.
 - Closeout Report contains complete documentation of proposals, forms, notices, correspondences, expenses, and final reconciliation.