Grants Office	Grant Closeout
Phone: 318 869-5747	Checklist
email: pjrobert@centenary.edu	
web site:	

The Coordinator for Grants and Faculty Endowments will work with all department involved to complete this form.

Principal Investigator and Project Information

Name   **Funding Agency**   **Award End Date**

Award Number   **Centenary Account Number**

Project Title

Closeout Checklist

Expenses

Review expenditures for allowability.	□ Yes	□ No	□ N/A
Confirm all effort is appropriate and certified.	□ Yes	□ No	□ N/A
Identify all outstanding invoices.	□ Yes	□ No	□ N/A
Confirm all other expenses have posted.	□ Yes	□ No	□ N/A
Verify that all encumbrances have cleared.	□ Yes	□ No	□ N/A
Ensure all journal entries completed and processed.	□ Yes	□ No	□ N/A
Confirm sub-recipients' final invoices paid.	□ Yes	□ No	□ N/A

Record Changes

Inform HR of account termination, change EAF.	□ Yes	□ No	□ N/A
Update budget status to "closed."	□ Yes	□ No	□ N/A
Log file as closed in Record Retention File.	□ Yes	□ No	□ N/A

Reporting

All Technical Reporting Requirements met (PI)	□ Yes	□ No	□ N/A
Date _____			
All Financial Reporting Requirements met (BO/GO)	□ Yes	□ No	□ N/A
Date_____			
Ensure Cost-sharing commitments met (BO/GO)	□ Yes	□ No	□ N/A
Date _____			

Date Closeout completed _____