

## Attachment 1: Grants Closeout Checklist

Barnard College is required by most federal sponsors and many private sponsors to submit final financial reports within 30-120 days after the award end dates. These requirements are set forth in the terms and conditions of the award (usually a Notice of Award for a federal grant or an agreement from a foundation or corporation).

The checklist below can be used by PIs, Institutional Funding and Sponsored Research (IFSR), the Office of the Provost, and Finance to track when closeout tasks and deliverables, if applicable, are completed.

**No-Cost Extensions (NCEs):** if additional time to complete the work on the research project is necessary, please work with the Senior Associate Director, Post-Award Administration and Compliance Officer and IFSR to request the extension. Note that the request must be made well in advance of the end date of the grant. Please check your Notice of Award or grant agreement for the deadlines for your particular grant.

Principal investigators with direct reports who are fully grant-funded and whose employment will end when the grant ends should initiate the [Terminate Employee task](#) in Workday **60** days prior to the grant end date. This [job aid](#) provides step-by-step instructions. Final expenses must be submitted for payment within **30** days of the grant end date.

### Closeout Tasks (60 days prior to project end date)

#### Project Expenditures

- Review posted expenses and verify they are allowable, allocable, and reasonable with the terms of the award.
- Confirm all salary charged to the award is accurate.
- Initiate the [Terminate Employee](#) task to ensure employees such as undergraduate research assistants, research technicians, and other staff do not continue to be charged to the grant after the grant end date.
- Review all equipment charges. Items over \$5,000 are considered fixed assets by the College and the Purchasing department needs to account for them as such.
- Work with the Senior Associate Director, Post-Award Administration and Compliance Officer to submit an [accounting adjustment request](#) to move incorrect charges off the closing grant.
- Remind subrecipients to submit final reports and invoices.

#### Cost-Share (if applicable)

- Ensure cost-share commitments are met and confirm expenses have been properly allocated.

### Final Review (end date of project through final report deadline)

- Ensure subrecipient final invoices are submitted.
- Stop spending on the project.
- Review open purchase order(s) and work with the Senior Associate Director, Post-Award Administration and Compliance Officer to submit [change order request\(s\)](#). This will unencumber the remaining PO balance(s) and close out the purchase order(s).
- Review posted expenses once more and remove any costs over the award amount, if applicable.
- Submit all applicable final reports to grantor.

- The Senior Associate Director, Post-Award Administration and Compliance Officer confirms with Finance that all grant payments have been received and accounted for.
- Once all payments are accounted for, Finance makes the grant inactive in Workday.