# Close Out Checklist

**Appendix 9**

**The University of North Carolina at Greensboro**

### Project Name: ____________________________  
**Account No:** ________________________________

**Funding Agency:** ____________________________  
**End Date:** ________________________________

**Principal Investigator:** ______________________  
**Dept.:** ________________________________

### Principal Investigator Actions / Responsibilities:

- **Extension:**
  - Determine if a request for a no cost extension should be filed and confer with Office of C&G and ORS.

- **Employees:**
  - Funded Solely from this project?
    - Contact Department Head - Decide if Employee will be retained and new fund source for pay.
    - Contact applicable Personnel Office - Notice of Termination procedures - ASAP
    - SPA - Office of Human Resource Services
    - EPA - Office of Senior Associate Provost
  - Split Funded?
    - Contact Department Head - Determine replacement fund source, if available
  - Give Written notice of Termination to Employees leaving UNCG employment.
  - Prepare and Submit PD Forms for Terminations or changes in Employee Assignments

- **Supplies:**
  - If unused supplies exceed $5,000, prepare Residual Inventory Statement Form (CG-99)

- **Purchases:**
  - Purchase Orders (not just requisitions) must be issued prior to the above project end date.
  - Purchased items are received, invoiced and paid.

- **Telephones:**
  - Contact Telephone Services to have lines disconnected or paid from another source.
  - Prorate equipment & base charges and voice mail charges to be moved to another source.
  - For Long Distance calls not charged prior to final reporting deadline, work out options with C&G Specialist.

- **Travel:**
  - Assure that all travel reimbursements are filed timely.
  - Assure that all travel advances have been repaid.

- **Petty Cash:**
  - Assure that all petty cash reimbursements are filed timely.
  - Assure that petty cash advanced has been returned to Accounting.

- **Cost Sharing / Matching:**
  - Assure that all documentation required to support the amounts claimed is complete.

- **Project Completion:**
  - Submit written statement (e-mail) to Office of C&G to verify total expenditures and that project is complete.

### Contract & Grant Specialist Actions / Responsibilities:

- **Extension:**
  - Determine if a request for a no cost extension should be filed and confer with PI and ORS.

- **Subawardees/Subrecipients:**
  - Formally notify PI if final invoice will not be received within the legally defined time frame.

- **F&A (Facilities & Administrative) Costs:**
  - Assure that total F&A Costs earned have been charged to the project.

- **Cost Sharing / Matching:**
  - Assure that all documentation required to support the amounts claimed is complete.

- **Petty Cash:**
  - Obtain information from the Asst. Director of C&G as to any petty cash advance and verify it is repaid.