Business Services Closeout Checklist

(These steps are to be completed within 60 days of the end date)

- □ Verify with PI/Co-Is that all final expenses have been charged to the index. Remind PI/Co-I to stop using the index number(s) that is/are being closed out.
- □ Check that all expenses posted after the end date occurred within the project period. If not, they will need to be moved to a different index.
- □ If the project is over-budget, any costs related to the specific project should be moved to an "over-budget" match index.
- □ Verify that the Cost Share Requirement has been met in full.
- □ Verify that Cost Share Indexes have a zero balance. Process budget entries or contact your SPA Accountant to bring the balances to zero.
- □ Check for open encumbrances using Banner Page FGIOENC. Query the current fiscal year and the index that is being closed out. Closeout all encumbrances other than Sub-Awards and Indirect Costs (SPA will closeout these encumbrances).
    - Process P_LABR EPAF's to change SA/GA salary/wages to a different index.
    - Closeout TA's/TR's
    - Closeout PO's
- □ Check to make sure P_LABR EPAFs have been processed for HX employees to change their default index. (HX employees will not show up as an encumbrance using FGIOENC).
- □ Change default indexes for telephone, IT, lab gas sales, facilities, distribution and motor pool.
- □ Verify that no active p-cards are set up to charge this index by default. The "P-Card Approval Setup" report in the Finance Reporting Portal will show you default indexes for p-cards. The Finance Reporting Portal can be found at https://www.usu.edu/financialreports/.
- □ Check for PI/CO-I Time & Effort in each fiscal year of the project.
- □ If the project has a Sub-Award work with DSP/SPA to ensure all necessary sub-award closeout information is completed.
- □ If the project is Fixed Price, fill out the Fixed Price Certification Form and get all required signatures. The Fixed Price Certification Form can be found at http://controller.usu.edu/files/Fixed%20Price%20Certification%20Form.pdf.
- □ Check FRIGITD to verify that expenses are in line with grant budget categories (expense type and amount)
- □ Email your Sponsored Programs Accountant to let them know the Index/Grant can be closed out. Include a copy of the Fixed Price Certification Form if the project is Fixed Price.