GRANT CLOSEOUT CHECKLIST

_____

Northeastern University is required by most federal sponsors and many private sponsors to submit final financial closeout reports within 60-90 days after the award end date (some agencies may require early submission.) These requirements are set forth in the terms and conditions of the award/contract.

Please assist NU-RES in fulfilling closeout requirements by reviewing the programmatic and financial status of your award at least **60 days prior** to the end date. All reoccurring charges must be stopped or redirected by the project end date to ensure timely closure. This checklist can be used by the Principal Investigator and Department Administrator to track when closeout tasks and deliverables, if applicable, are completed.

No-Cost Extensions (NCE): If additional time to complete the work on a project is necessary, submit your NCE request and [Transaction Form] to your assigned [Grant Officer].

Closeout Tasks (60 days prior to project end date)
Project Expenditures
☐ Review posted expenditures and verify they are allowable, allocable, and reasonable with the terms of the award.
☐ Confirm all effort/salary charged to the project is accurate.
☐ Process Payroll Distribution Changes (PDCs) to correct salary charges and move personnel off the project.
☐ Review capital equipment charges posted to account codes 73001-73012. Items costing <$5,000 must be coded as non-capital purchases via submission of a journal voucher.
☐ Submit/reconcile final employee reimbursements and NU Amex statements in Concur.
☐ Submit/approve remaining invoices and follow-up on any that have not arrived in a timely manner.
☐ Remind sub-recipients to submit final reports and invoices (generally due 60 days after subaward end date).
Cost Sharing (if applicable)
☐ Ensure cost share commitments are met and confirm expenses are properly allocated.
☐ Verify internal funding of cost share account is completed by your department via journal voucher.

Final Review (following project end date)	Forms & Resources
☐ Review/approve final invoices from subrecipients.	▪ [Resources/Administrator Toolbox]
☐ Stop or redirect additional spending on the project.	▪ [Allowable Costs Guidelines]
☐ Review outstanding commitments and liquidate/cancel remaining PO balances.	▪ [Student Employment site]
☐ Remove unallowable costs via PDC or Cost Transfer/JV.	▪ [PDC K2 Form]
☐ Resolve budget overruns and deficits.	▪ [Change or Liquidation Request Form]
☐ Submit Final Progress/Technical, Invention, and/or Property Reports.	▪ [Cost Transfer Form]
	▪ [Journal Voucher K2 Site]