



Boston College: Office for Sponsored Programs Department Closeout Checklist

Project Number: _____

Yes N/A

Items for Immediate Action to ensure no costs are charged after project's end date

- Changes to salary have been processed; i.e. stop charging the project
- Purchased Orders, including those for subawards, have been closed
- P-Card cancelled and destroyed
- Appropriate depts have been notified that project has ended i.e. Center for Centers

Follow-up Action Items to be completed within 60 days after project's end date

- All project related expenses have been posted; review ACR
- All unallowable charges, including any after the project's end date, have been removed
- Ensure any travel advances have been reconciled
- All subs' invoices for costs incurred during the budget period have been received & paid
- All encumbrances have been closed or removed (PO's, salaries, subawards)
- All tuition remission costs have been assessed
- All cost transfers and labor redistributions have been posted; eliminate any overruns
- Review all salaries to ensure they have been charged correctly
- All P-Card statements have been reconciled and documents scanned into PeopleSoft
- All cost-share expenses and associated funding have been properly recorded
- If project generated program income, ensure all program income has been expended

Principal Investigator Reports

- All technical reporting requirements have been met & copy sent to OSP if needed
- Confirm all salary costs have been correctly charged

Residual Balance (refer to OSP's policies on website)

- Estimated residual balance amount _____
- If residual balance transfer is permitted by sponsor and estimated balance is >\$1,000, is access to funds being requested? **Request is subject to OSP's approval.**
- If estimated residual balance amount is >\$5,000, then please provide justification

Comments: _____

Please return this form, completed and signed, to your OSP team.

Dept. Admin. _____ Signature: _____ Date: _____

PI Name _____ Signature: _____ Date: _____