SMITH COLLEGE

Grant Closeout Checklist

Award Information:

PI Name _____   **Fund #** _____

Funding Agency _____   **Today's Date** _____

Award End Date _____

Project Title _____

Financial/Banner

Confirm that all information in FRAGRNT is accurate	☐ Yes	☐ No	☐ N/A
Confirm that all expenses have been processed.	☐ Yes	☐ No	☐ N/A
Verify that all encumbrances have been cleared.	☐ Yes	☐ No	☐ N/A
Ensure that all journal entries have been processed.	☐ Yes	☐ No	☐ N/A
Confirm that no unallowable expenses were charged.	☐ Yes	☐ No	☐ N/A
Subrecipient final invoices have been paid.	☐ Yes	☐ No	☐ N/A
Consultant final invoices have been paid.	☐ Yes	☐ No	☐ N/A
Confirm that Participant Cost Budget was spent accordingly. (If yes, print back up	☐ Yes	☐ No	☐ N/A
Confirm cash balance in FRIGITD is $0. (print screen shot)	☐ Yes	☐ No	☐ N/A
Confirm cash balance in FGITBAL is $0. (print screen shot)	☐ Yes	☐ No	☐ N/A
Uncheck "Active" in FTMFUND. (print screen shot)	☐ Yes	☐ No	☐ N/A
Update Status in FRAGRNT to Closed. (print screen shot)	☐ Yes	☐ No	☐ N/A
Ensure that any required cost share has been met.	☐ Yes	☐ No	☐ N/A

Reporting

All Technical reporting requirements have been met.	☐ Yes	☐ No	☐ N/A
All Financial Reporting Requirements have been met.	☐ Yes	☐ No	☐ N/A
For NSF grants, were all RCR requirements met.	☐ Yes	☐ No	☐ N/A
For federal grants, confirm all effort reports were submitted.	☐ Yes	☐ No	☐ N/A
Review paper and electronic files for completeness.	☐ Yes	☐ No	☐ N/A
Mark electronic and paper files as Closed.	☐ Yes	☐ No	☐ N/A

**How to determine the discard date:
1) Discard dates will be quarterly (i.e. March 30, June 30, September 30 and December 31)
2) Set the discard date to 3 years from the status date when the grant was marked "closed" in FRAGRNT (unless a longer time frame has been required by the sponsor)
3) Sample: If the grant was marked closed on September 10, 2016: the discard date will be September 30, 2019.

NOTES: