SPONSORED PROGRAM SERVICES PURDUE UNIVERSITY

SPS Account Closing Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Grant Number: |   | Sponsor: |   |
| Grant Validity Dates: |  | PI: |   |
| Due Date: |  | Business Office Contact: |   |

\*Please refer to the SPS Grant Closing Guide located at:<https://www.purdue.edu/business/sps/postaward/internal/process_guides.html> for additional info\*

\*\*If during the review it is discovered something was miscoded in SAP, please update the system to accurately reflect the terms of the award document. \*\*

**SECTION A – Complete Prior to Contacting Business Office**

Preparer Reviewer Task Action Notes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Does Grant Status = Award/Expired?** | Change status if necessary |   |
|  |  | **Review FSSR’s** | Review FSSR’s for the following: month of expiration and month in which account is being closed.  |   |
|  |  | **Compare Sponsor Award Budget to Proposed Budget** | Check overall award amount to budget amount. Check budget line items to proposes/awarded budget line items. |   |
|  |  | **Check Cost Sharing Requirement** | Determine if cost sharing is % of effort, % of Cost or $ amount. Has c/s been met? C/S must be zero at closing. |  |
|  |  | **Contributed F&A (IDC)** | Manually calculate and check FSSR |  |
|  |  | **Memo Match** | Contact Business Office for final documentation, if not in file - (see cost sharing guide closeout section); SPS to verify match from Subcontracts. |  |
|   |  | **Check GR55** | Run GR55, report group = Z500 (see QRC) Cash Balance, Other Assets & Liabilities = 0 (blank) |   |
|   |  | **Check Questionable Transactions** | Run QTR report to check questionable transactions – BI (Cognos) - [Public Folders - PROD](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i5B7353261F13474D82B929D6527510E4) ‎> [Boiler Insight](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iC2B2912497AC4EE3A19D291F98AF4ECE) ‎> [Departmental Content](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iD64BDEE6653340508D349BB1239C4027) ‎> [West Lafayette](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i3571C7EE5F5D4A7BB909ECF7B3B94CAF) ‎> [Office of the Treasurer (formerly Business Services)](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i986D2E4671154F92A4497EC62CA0CC68) ‎> [SPS](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iF46EC6C695FB4F67B6E56BDF8C513021) ‎> Post Award |   |
|  |  | **Check for Regulatory** | Run BI report in BI -Cognos - [Public Folders - PROD](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i5B7353261F13474D82B929D6527510E4) ‎> [Boiler Insight](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iC2B2912497AC4EE3A19D291F98AF4ECE) ‎> [Departmental Content](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iD64BDEE6653340508D349BB1239C4027) ‎> [West Lafayette](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i3571C7EE5F5D4A7BB909ECF7B3B94CAF) ‎> [Office of the Treasurer (formerly Business Services)](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i986D2E4671154F92A4497EC62CA0CC68) ‎> [SPS](https://reporting.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iF46EC6C695FB4F67B6E56BDF8C513021) ‎> Post Award |   |
|  |  | **Participant Support Costs** | Ensure participant support is expended appropriately. Obtain confirmation from the B.O. that all charges posted to a participant support WBSE were truly for P.S.  |   |
|  |  | **Check Pre Award Charges** | Check each WBSE (use Line Item Display or AIMS). If payroll charged run a Payroll Transaction Report from Cognos to confirm. |   |
|  |  | **Review Charges in last 90 days** | Review Other S&E and Equipment charges that posted 90 days prior to expiration – type, volume, and project? |   |
|  |  | **Check Post-Expiration Charges** | Check each WBSE (use AIMS or Line Item Display). If payroll charged run a Payroll Transaction Report from Cognos to confirm. |   |
|  |  | **Check Commitments/Reservations** | Check each WBSE (use AIMS, FSSR or Line Item Display Layout = /COMMRESPRKT) |   |
|  |  | **Check Travel  Restrictions**  | Review agreement for allowability and review file for approved travel; Foreign Travel charges (use AIMS or Line Item Display Layout = /FOREIGN TRV) |   |
|  |  | **Check for Admin & Clerical salaries (Federal & Federal pass-thru)** | See Appendix A in the SPS Grant Closing Guide |  |
|  |  | **Check F&A (IDC)** | Line-Item Display Layout /GL EXCL SPS - this layout will bring up all G/L's excluded from MTDC F&A Base |  |
|  |  | **Subcontract WBSE** | Verify Final Invoice received, cost share documented and met, all reports received, etc. |  |
|  |  | **NSF 2 Months Rule** | Check that senior personnel have not exceeded 2 months. Confirm senior personnel by running a Payroll Transaction Report from Cognos |  |
|  |  | **NIH Salary Cap** | Confirm, based on grant number, all individuals who have exceeded the applicable salary cap limitation are in compliance. Verify for both ELI and ELII accounts.  |  |
| **Section B – Notification** |
|  |  | **Forward E-mail to Business Office with any findings of above items** | Once scrub from above has been completed attach any/all spreadsheets of items undetermined as allowable or allocable to the appropriate email template and send to the Generic B.O. address |  |

**Upload Closing Checklist to Perceptive Content**

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| --- |
| SECTION C – Adjustments |
|  |  | **Is F&A adjustment needed?** | Utilize F&A Adjustment Guide  |  |
|   |  | **Does the budget need to be reduced?** | Utilize Budget Adjustment Guide  |   |
|   |  | **Is there budget in Unallocated Available or Restricted?** | You will need to reduce or reallocate to a line item before closing |   |
|  |  | **Does C/S budget need to be reduced?** | Utilize C/S Adjustment Guide – Future FY’s budgeted?Reduce appropriate FY budget |  |
|  |  | **Final Invoice** | Process and send final invoice on Non-LOC accountsProcess invoice and send to spscash@purdue.edu if final draw is needed on LOC account |  |
|   |  | **Residual Account Form/JV** | Contact Business Office for residual account information and explanation if exceeds 15% (25% Industrial) |   |
|  |  | **Return to Sponsor / Invoice Voucher**  | Check Sponsor Agreement to see if funds must be returned.  |  |
|   |  | **Small Balance** | Accounts that have a balance of less than ($5.00) can be cleared by SPS. (See Account Management Guidelines for SPS funds) |   |
|   |  | **Small Overdraft**  | Grants that have small overdrafts ($100 or less) due only to salary issues can be cleared by SPS. (See Account Management Guidelines for SPS funds) |   |

**SECTION D – Reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Final Financial Reports** | Form SF425 or Check Sponsor Agreement |  |
|  |  | **Final Technical Report** | Make Business Office aware if tied to final payment |  |
|  |  | **Property Report** | Check Sponsor Agreement |  |
|  |  | **Other Reports** | Check Sponsor Agreement (i.e. Invention, MBEWBE, etc.) |  |
|  |
| **SECTION E – Grant Finale** |
|  |  | **Update Reporting Requirements** | Enter completion date into reporting requirements  |  |
|   |  | **Verify FSSR** | Verify all income has been received, grant is zero, and all WBSE’s are zero |  |
|  |  | **Revenue Allocation** | Verify all revenue has been allocated according to expenses on each WBSE account (excluding Cost Share WBSE’s). If not, allocate revenue as necessary by a JV document\*\*MAKE SURE TO UPDATE BUDGET VALIDITY END DATE\*\* |  |
|  |  | **Cost Share Revenue**  | Verify all revenue has been allocated to the Cost Share accounts appropriately as part of the C/S budgeting entries |  |
|  |
| **SECTION F – Grant Closeout** |
|  |  | **Verify GR55** | Run GR55, report group = Z500 (see QRC)Cash Balance, Other Assets & Liabilities = 0 (blank) |   |
|   |  | **WBSE Close/Lock** | Change all WBSE accounts to Closed/Locked status. [S:\bs\common\users\SPS\POSTAWARD\QRC's\15 Locking and Closing WBSE.docx](file:///S%3A%5Cbs%5Ccommon%5Cusers%5CSPS%5CPOSTAWARD%5CQRC%27s%5C15%20Locking%20and%20Closing%20WBSE.docx)  |  |
|  |  | **Storage/Destroy Dates** | Enter Dates to Storage and Destroy on GMGRANT Additional Reference Tab  |  |
|  |  | **Closing status updated in Perceptive Content & SAP** | Change to Closed |  |

**SPS Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPS Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Closed/Closed Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**