

Post-Award Close Out Checklist

To Do: 90 Days Before Close Out

- Remind PI of close-out in 90 days, assist PI with preparation of technical reports if requested.
- Review the status of the project and request a no-cost extension if required.
- Review the status of subcontractor performance and provide feedback on invoicing and technical performance to correct problems within last 90 days.
- Resolve any delinquent technical reports before closeout period ends.
- Post all final charges and balance grant funds.
- Review all project charges to ensure compliance

To Do: 30 Days Before Close Out

- Estimate sponsored project effort, ensure it can be met given other duties and a reasonable work schedule.
- For FSM faculty with NMFF appointments include one of the standard statements in the budget justification regarding projected effort and salary request.
- For Faculty outside of NMFF, disclose that appointment to sponsor.
- For faculty with VA appointments, prepare appropriate VA MOU if applicable. Maintain one copy in department and submit one copy to OSR.
- Disclose current/pending other support as it exists at the time of the proposal.
- Ensure that OSR-1 reflects proposed effort commitment consistent with budget/justification.

To Do: Work with ASRSP to Complete Close Out

- Does the research plan involve Human Subjects? (Is the IRB application pending or approved?)
- Does the research plan involve animal subjects? Are there animal use plans/applications which should be reviewed prior to application?
- Does the research plan involve biohazardous or radioactive materials? Are there approvals and documentation needed for the application?
- Other compliance requirements that may apply
 - Federal demonstration partnership terms and conditions
 - US Export Control Laws
 - External Agency Policies and Guidelines
 - Conflict of Interest/Conflict of Commitment

To Do: Retain Records/Data

- Check proposal against required elements and NIH Grant Policy Guidelines