Office of Sponsored Research
Stanford University
3160 Porter Drive, Palo Alto, CA 94304

X	ADVANCE AWARD CLOSEOUT CHECKLIST
	1. Time extension. If appropriate, submit a time extension request to the sponsor before the project end date (some agencies require an earlier submission).
	2. Renewal award. Initiate an Early PTA request in SeRA to transfer to or incur allowable costs on the new PTA by the time the existing award expires. You still need to close out the existing award. Contact your institutional representative if you need assistance determining whether a given expense on your existing award may be transferred to a renewal award.
	3. Final purchases. Do you need to make any final purchases to complete the project? Equipment should not be charged this late in the project, unless approved by the agency or special circumstances exist (which should be carefully documented). Identify any outstanding invoices.
	4. PI effort/salary. Has PI effort/salary been charged to the PTA according to the approved budget or sponsor-permitted re-budgeting authority? If no, transfer allocable PI salary to the project PTA or cost-sharing PTA. If you need a new cost-sharing PTA, contact your OSR Closeout Accountant. If PI effort has not conformed to award terms, contact your institutional official to seek guidance.
	5. Prior approvals. Do you have copies of all required sponsor prior approvals (equipment, travel, subawards, rebudgeting, etc.)? If no, contact the sponsor immediately to request retroactive approval. Check to see if the institutional official needs to countersign the request. Send a copy of the retroactive request to the OSR Closeout Accountant.
	6. Cost-sharing. Will the full amount of committed cost-sharing be incurred by the time project end date? Has the cost-sharing account been fully funded? If the commitment cannot be met, contact your institutional official immediately. Make sure your cost-sharing account PTA is fully funded.
	7. Correct expenditure type for equipment purchases. Review the expenditure type for equipment purchases to ensure items costing less than $5,000 are coded as non-capital purchases. If not, prepare a *PTAE Equipment Change Template* and submit it to PMO for correction. http://doresearch.stanford.edu/policies/property-management-manual/appendix/property-management-forms-documents-and-user-guides **(click on the item "Property PTAE Change Template")** Upon approval by PMO, Oracle is updated and the system calculates appropriate F&A cost or credit. See *Application of the $5,000 Capitalization Threshold.* http://doresearch.stanford.edu/policies/property-management-manual/acquisition/accounting
	8. Fabrication. Is there fabrication on your project? If yes, ensure non-fabricated expenses (labor, travel, etc.) are not charged directly to the fabrication task. Click here for details: http://doresearch.stanford.edu/policies/property-management-manual/acquisition/fabrication

	Also, review to ensure total fabricated costs are $5,000 or more. If costs do not meet the $5,000 threshold, refer to *Correct expenditure type for equipment* above.
	9. Subawards. Will the subrecipient's portion of the project be completed on time? Will a no-cost extension be needed? If yes, both the subrecipient and Stanford must request a no-cost time extension from the agency. Remind subrecipients to submit final invoice/reports (clearly marked "Final") within 60 days after the subaward end date or date specified in the subaward agreement. Does the first $25,000 of subaward expenses apply to expenditure type 54710 for each subaward agreement? If not, contact AP to correct the expenditure type.
	10. Major project or activity. On federal projects not approved as a major project or activity, are any administrative or clerical costs posted to the PTA? If yes, prepare a journal to move such expenses to an appropriate non-sponsored PTA. On a federal project approved as a major project or activity, verify that the administrative and clerical costs are limited to those listed in the approved budget. If not, prepare a journal to move non-allowable expenses to an appropriate non-sponsored PTA, verify you have necessary in-house rebudgeting authority (e.g., NIH) or immediately obtain written retroactive agency approval to incur these costs.
	11. Labor distribution. Review any labor distribution errors that reflect amounts over- or under-charged to project. Corrective actions should be processed within the closeout period.
	12. Tuition allowance. If students are working on the project, has the correct amount of tuition been charged to PTA? Make sure tuition has been pro-rated properly if only a partial amount should be charged. Pre-paid tuition must be cleared before closeout. Is tuition credit expected? If yes, inform your OSR Closeout Accountant.
	13. Other Prepaid Expenses. Review prepaid expenses in the Fund Statement (RM3 #366) report to ensure prepaid expenses (expenditure type 115XX) have been cleared to expenditure type 5XXXX. If not, contact Accounts Payable/Travel & Reimbursement to correct the expenditure type.
	14. Expense posting. Have all appropriate expenses been posted to the PTA? If no, confirm that outstanding salary expenses, purchase orders, journals, RPOs, subaward invoices, etc., have been processed for expenses to post by end of the project.
	15. Review unallowable expenses. Review the award terms and conditions and identify unallowable expenses and transfer them to a non-sponsored PTA.
	16. Overdraft (OD). If you anticipate incurring or have already incurred a cost overrun, refer to the "Transferring expenses off of a sponsored project *before* the end of the project period" flowchart at http://doresearch.stanford.edu/sites/default/files/documents/Cost%20transfers%20before%20the%20end.pdf