

EZ Checklist Expired Projects

This job aid should be used as a reference for the Close-Out of Sponsored Projects that have expired or if the activity period has expired.

Items to Consider
<ul style="list-style-type: none"> ▪ Cost Allowability - Ensure all project expenses are appropriate and allowable per OMB Circular A-21 or sponsor's terms and conditions. ▪ Subcontract Expense – Ensure all invoices are received, approved, and paid, including intercampus. ▪ Cost Transfers – Submit any pending cost transfer requests so that they can be received and processed by the award end date. ▪ Payroll – Ensure payroll charges will cease to post once the end date has been reached. ▪ Recharge - Contact all recharge departments to terminate or change the funding chart string. ▪ AP Invoice - Inactivate the award "Speedtype" and ensure all invoices are received, approved, and paid. ▪ Purchase Order - Review any open requisitions and purchase orders and close them as needed. ▪ Sponsor Payment – Verify if all billings have been made and the payments have been received, including intercampus. ▪ Reporting – Ensure all financial and scientific reports are completed and submitted to sponsor. ▪ Carry forward – Determine if carry forward or no-cost extension is needed and submit request as appropriate.

The following steps can be done to ensure a speedy closeout:

Steps	
1. <input type="checkbox"/> Complete	Final FSR (federal) or other final reporting documentation submitted to the sponsor
2. <input type="checkbox"/> Complete	Sponsored Project Summary Report - zero balance for A/R and UAR If AR accounts are not zero, contact CGACloseout@ucsf.edu.
3. _____	Total financial balance on the SPONSORED PROJECTS SUMMARY REPORT . This is the TOTAL DEFICIT (Negative) or SURPLUS (Positive)
4. _____	DIRECT COST DEFICIT or SURPLUS <ul style="list-style-type: none"> ▪ Bases A through K, N through Z: Divide the TOTAL AMOUNT by (1 plus the F&A rate) to determine the direct cost. ▪ Bases L and M: Since F&A is based upon gross cash deposits, the Project Summary should equal the direct cost balance.
5. <input type="checkbox"/> Complete	547 exceptional cost transfer journal to transfer DIRECT COST DEFICIT <ul style="list-style-type: none"> ▪ Use Account 58351 on both the credit to the sponsored project fund and the debit to the departmental discretionary fund. 535 cost transfer journal to transfer DIRECT COST SURPLUS <ul style="list-style-type: none"> ▪ Use Account 78070 on both the debit to the sponsored project fund and the credit to the departmental discretionary fund. ▪ Use the Sponsored Project Function Code on both the credit and the debit side of the journal ▪ A manual IDC adjustment will be completed by CGA if appropriate
6. <input type="checkbox"/> Complete	CGA (CGACloseout@ucsf.edu) notified to initiate Inactivation. CGA will clear any pennies left behind.