

Project Closeout Checklist

The PI should begin to address these issues 60-90 days before a project ends:

_____ Complete final technical report or other project deliverables

_____ Ensure that all personnel are moved to another project or a department fund at project end

Personnel Name	New Project

_____ Ensure all required cost sharing is documented.

_____ Review outstanding purchase commitments (encumbrances) and inform OSP Purchasing (using the PI Portal email) or other relevant administrator of those that can be closed out.

Outstanding Purchase Commitment	Need (Yes or No)	Budget official told to close (date)

_____ Remind subcontractors that a final invoice must be submitted within 45 days of the subcontract end date

Subcontractor	Reminded to Invoice (date)	Amount outstanding

_____ Ensure that all project costs are incurred by the project end date– use Issue Management template

_____ Settle cash advances, including final invoices and the return of unspent cash

Cash Advance to:	Amount	Invoiced (date)	Returned (date)

_____ Inform Department Chair(s) if there is likely to be significant project over-expenditure.

_____ Resolve any potential project over expenditures – use Issue Management template

_____ Up to 60 days after the end date PI and department work to make any cost transfers necessary to correct errors or reduce over expenditures, e.g., final month's payroll, payments for orders placed close to the end date, etc. –Use Issue Management template

_____ On-going: Make sure that any publications cite the relevant grant(s) that funded the research. Any publications resulting from research funded by the NIH must be submitted to PubMed Central. If the journal does not do so, it is the responsibility of the researcher.

NIH Public Access Policy: <http://medicine.osu.edu/research/compliance/nihpolicy/pages/index.aspx>

Depositing publications in PubMed Central:

<http://medicine.osu.edu/research/compliance/nihpolicy/depositing-publications/pages/index.aspx>