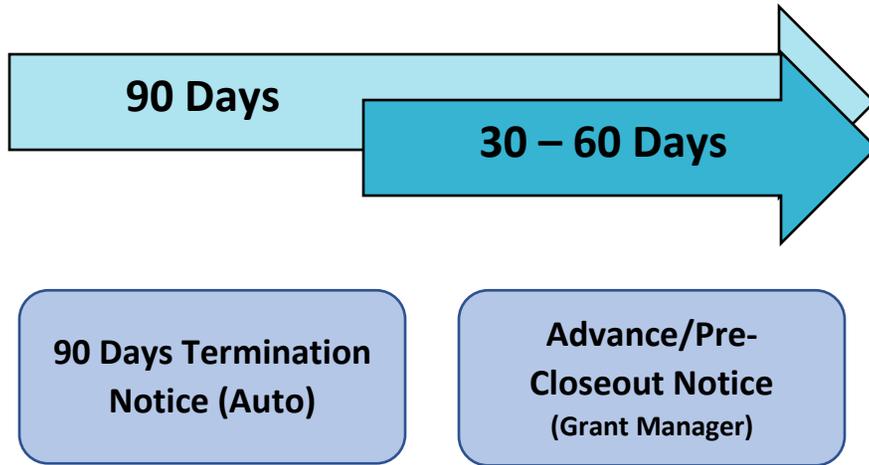


Closeout Timeline (Who does what?)

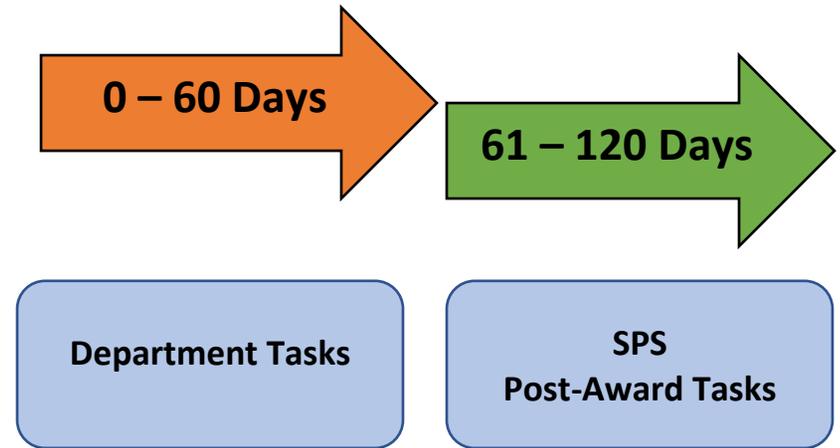
Before the Project End Date



PI/Department Tasks

- ✓ **PI/GM:** Review the award notifications
- ✓ **PI/GM:** Request no-cost Extension or follow up on continuation awards/modification, if applicable
- ✓ **PI/GM:** Review for required closeout reporting
- ✓ **PI/GM:** Review award expenditures
- ✓ **PI/GM:** Review for unallowable expenses warnings, overdrafts, unallowable costs.
- ✓ **PI/GM:** Review effort and verify all effort certifications been completed.
- ✓ **PI/GM:** Resolve any unpaid vendor and/or sub-recipients

After the Project End Date



- ✓ **GM:** Remove personnel from expired award
- ✓ **GM:** Review after-term charges and confirm final expenditure to SPS
- ✓ **GM:** Request SPS prepare and submit final invoice and/or financial report using the create request in Workday
- ✓ **SPS:** Review expenses and remove unallowable costs if no response from department
- ✓ **SPS:** Complete closeout processes and compliance Review
- ✓ **SPS:** Prepare and submit final cash draw requests and/or final invoice
- ✓ **SPS:** Complete and submit required closeout documents per award agreement.

