ORSP
Closeout Checklist

California State University Maritime Academy

PeopleSoft Fund Title & #:   PeopleSoft Project #:   Principal Investigator:

Project Period: Award Type:

Funding Agency:

Certification
(Please check next to each number if applicable, otherwise write N/A)

	Check
1. Project financial transactions have been reconciled.	
2. Cost Transfers have been properly documented.	
3. Any encumbrances have been closed out.	
4. All chargebacks have been processed and are reflected on the project report.	
5. Cost-sharing commitment has been met and is correctly accounted for in accordance with appropriate regulations.	
6. Unapproved clerical and administrative expenses have not been charged.	
7. Final payroll has been processed and is reflected accurately on payroll and project reports.	
8. Personnel charges reconcile with Time and Effort Reports.	
9. Approval from sponsor has been received for changes in committed effort for Key Personnel as required by funder.	
10. Expenditures exceeding the Award amount or specific line items have been managed in accordance with payment.	

Certification

	Check
11. All subrecipient invoices, including final invoice, have been received, approved by the PI, and processed for payment.	
12. Property control and record keeping has been followed for purchase of Capital Equipment (exceeding 5k per item) or as required by funder.	
13. PI has informed Project Accountant of any unused, obsolete, stolen, missing, unrepairable capital equipment purchased by the project.	
14. PI has submitted all required technical/program reports, including Final Reports. (PI has emailed a copy of the Final Report to the Project Accountant).	
15. PI has submitted Report of Patents and Inventions.	

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My signature certifies that the statements above are correct to the best of my knowledge and that all charges to this project are allowable, reasonable, and allocable in accordance with applicable regulations. Also, all technical & program reports including final report, reports of any patents or inventions and any related documents are attached to this closeout check list

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PI Signature :   Date:

Dean Signature: Date:

Provost Signature: Date:

Project Accountant has reviewed for accuracy. Signature & Date:_____

Confirmation by Sponsored Programs that all items for Closeout are finalized. Signature & Date: _____