Administrative

Collect Purchasing Card (p-card)

Subcontracts: *Make sure final invoices have been submitted*

Financial

Uncollectible Funds: *Any costs deemed uncollectible must be removed from the sponsored fund and moved to a departmental non-sponsored fund. Departments are responsible for removing charges that cannot be reimbursed or paid by the sponsor.*

Close open encumbrances:

- *Funds encumbered as of the closing date can normally be held open until invoices are received*
- *Encumbrances related solely to the preparation of a final report, e.g., printing costs, can normallly be held open*
- *Make sure the last payment is marked 'final.'*

Close Standing Orders: *Make sure all units that have an account number on file remove that numbre, e.g., bookstore, libraries*

Reconcile Account: *Departments should start reviewing their accounts for charges processed against the project long before it ends. By the time the project ends, it could be too late for timely posting of expenses to the account. Some sponsors will not accept invoices that are a single day late. No matter how big the invoice is, they will not pay.*

Resolve Deficits: *The PI is responsible for initiating removal of over-expenditures. They must be removed before the final reports are submitted.*

Close Recurring Charges: *Recurring charges are charges that continue to hit on an ongoing basis without continued paperwork being processed. Example: telephone charges.*

Review Financial Reports: *ORSP prepares and submits a final financial report. Since some sponsors require final financial reports within 90 days, all project charges should appear on the University accounting system by the termination date.*

Suspend Account Balances: *Verify that each person who has been delegated authority to spend on the account stops spending.*

Transfer Balances: *When the end date on a fixed-price project has arrived, and the project and deliverables are completed, the PI requests the remaining direct cost balance be transferred to a non-*

sponsored fund (if the project and deliverables have not been completed, the PI must request a no-cost extension from the sponsor).

Intellectual Property

The PI is responsible for disclosing any patent and intellectual property developments to the Office for Technology Transfer and completing the patent report to the sponsor.

Document Patent Report: *PIs complete and submit patent reports. These must be completed even if no patents or intellectual property were gained from the project.*

Technology Transfer

Terminate Material Transfer Agreements: *If required, submit a report to the material provider on the results of the project and return or dispose of the material as directed by the provider.*

Materials and Equipment

Review Equipment Inventory: *Make sure all equipment assigned to the project is where it belongs.*

Dispose of University and Equipment Materials:

- *To dispose of equipment or materials, contact the Manager of Cost Analysis. Items are screened to determine their condition and possible reutilization.*
- *Transfer or sale of University equipment or materials outside the University can only be completed with the prior approval of the Manager of Cost Analysis.*

Submit Inventory and Equipment Reports: *The Manager of Cost Analysis prepares and submits inventory and equipment reports.*

Personnel

Transfer Personnel Charges: *Transfer to the next project or department fund by processing redistribution documents.*

Reporting

Prepare Technical Report: *PIs complete and submit technical reports. The sponsor usually indicates the format and deadline for these reports.*