Sponsored Project Close Out Checklist

Project Information
Cayuse Record Number: _____

PPM Project Number: _____

Principal Investigator: _____

Research Administrator: _____

Research Administrator:
All expenses and applicable IDC are posted in PPM and are allowable

Award overspend is resolved (if applicable)

PPM Subledger and General Ledger match at Fin/HR and Fund Levels

PPM Subledger and UCMPLAN Projects Cube match at Fin/HR and Fund Levels

General Ledger and UCMPLAN FINR Cube match at Fin/HR and Fund Levels

Budget Modification Request results in Budget minus Actuals equal Zero

Technical Reports Reminders and other non-Financial based reporting are submitted

Final expense total is confirmed by PPFM

Effort Reports Reminders sent to PIs

Project related POs are closed

Project Portfolio Financial Management
Non-Close Out Project related ServiceNow Tickets are closed

Final Invoice is submitted

Revalidate PPM Subledger and General Ledger match at Fin/HR and Fund Levels

Revalidate PPM Subledger and UCMPLAN FINR Cube match at Fin/HR and Fund Levels

Confirm Budget Modification Request results in Budget minus Actuals equal Zero

All Sponsor payments have been received and all project invoices are Closed

Billing Offset Process is ran successfully

Project Status is updated to "Pending Close"

Effort Reports are Certified

Financial Planning & Analysis
Confirm Budget Less Actuals equals budget modification amount per closeout report

Confirm Budget less Actuals equals zero after budget modification is processed