

# Closeout Checklist

**Submission deadlines:**

- Closeouts must be completed and submitted to FGC 30 days after FSR or Final Invoice has been submitted.
- If a FSR or Final Invoice is not due, then closeouts must be completed and submitted to FGC 30 days after the award end date.

<b>Award #:</b> _____	<b>Total Number of Projects:</b> _____	<b>Due Date:</b> _____
--------------------------	--	------------------------

Step #	Description	√ or Not Applicable (NA)	Refer to	Record Values/Notes Here for Future Reference
1.	Run Emory Custom Report EUOGC015		See "Compass EUOGC015 Detail Report" Job Aid	(*Re-run as necessary until all is clear)
2.	Drop into Excel PACT		See "PACT" Job Aid	
3.	Print the Final FSR/Invoice			
4.	Review the PACT Columns assigned to RAS/Dept below. If any of the columns are blank, no action is required. If the columns are not blank, see below for next steps.			
A	<b>RAS/DEPT Deficits (OLTs)</b>		Clear deficit to final reported expenditures to sponsor.	

## Closeout Checklist

Step #	Description	√ or Not Applicable (NA)	Refer to	Record Values/Notes Here for Future Reference
B	RAS/DEPT Refunds/Residuals		Check terms and conditions for disposition of unobligated balance. If we are allowed to keep remaining funds, complete the 'Request for Residual Balance Transfer Form'. If the funds need to be returned to the sponsor, complete the 'Request for Refund Form'. Submit the form to the appropriate FGC Team Help Desk.	
C	RAS/DEPT Encumbrances		Remove Encumbrances. Any issues contact Emory A/P.	
D	RAS/DEPT/FGC Budget=Expense		Does the Expenses on Ledger = the Final Reported Expenditures to Sponsor?  If Expenses > Budget = Possible Deficit. Deficit needs to be removed.  If Expenses < Budget = Possible Budget Adjustment completed by FGC.	
	<b>RAS/DEPT EMPLOYEES, SKIP TO STEP #6</b>			
E	FGC Expenses=BLDs		System Invoice required by FGC.	
F	FGC BIL/DEF		System Invoice required by FGC.	
G	FGC Expenses=Revenue		Possible conversion issue. Analysis required. Journal entry needed by FGC.	
H	FGC Cash		Positive = Unobligated Balance (Surplus) Negative = Deficit	

## Closeout Checklist

Step #	Description	√ or Not Applicable (NA)	Refer to	Record Values/Notes Here for Future Reference
			Possible conversion issue. FGC will perform analysis to determine necessary action.	
I	<b>FGC Unbilled AR</b>		System Invoice required by FGC.	
J	<b>FGC Billed AR</b>		Possible cash issue. FGC will perform analysis to determine necessary action.	
K	<b>FGC Open AR</b>		Possible collection/conversion issue. FGC will perform analysis to determine necessary action.	
L	<b>FGC (Cash Management/Operations)</b>		FGC will adjust Commitment Control to stop further charges to be posted and submit journal entries to fix general ledger if needed.	
5.	Ensure appropriate form has been completed (if needed)			
a.	Refund Form		Submit to appropriate Team Help Desk if required.	
b.	Residual Form		Submit to appropriate Team Help Desk if required.	
6.	Ensure Non-Financial Requirements have been Completed			
	Final Scientific Report Final Invention Statement Final Equipment Inventory Report Other: _____		Date: Date: Date: Date:	
7.	Obtain the appropriate Signatures below			
	<b>RAS/Department Preparer:</b>		<b>Date:</b>	

## Closeout Checklist

Step #	Description	√ or Not Applicable (NA)	Refer to	Record Values/Notes Here for Future Reference
	<b>RAS/Department Approver:</b>		<b>Date:</b>	
8.	Email Closeout Checklist to appropriate FGC Team Help Desk			
	FGC Team 1 Help Desk ( <a href="mailto:ogcateam1@emory.edu">ogcateam1@emory.edu</a> )			
	FGC Team 2 Help Desk ( <a href="mailto:ogcateam2@emory.edu">ogcateam2@emory.edu</a> )			
	FGC Team 3 Help Desk ( <a href="mailto:ogcateam3@emory.edu">ogcateam3@emory.edu</a> )			
9.	Post submission follow up			
	a. FGC will notify RAS/Department when SmartKey has been inactivated.			