

Please use this notice as an opportunity to review the necessary tasks that will bring the project to a successful completion. Note that all tasks listed below may not apply to your respective grant.

1. Review the budget for funds available:
 - a. If the amount remaining is adequate to cover completion of the project and the project is scheduled to be completed on time, proceed as planned.
 - b. If the amount remaining is adequate, but the time remaining is not, a no-cost extension may be an available option. Please contact our office for guidance.
 - c. If the amount available is not adequate or if particular budget line items require adjustment, please contact our office for guidance.
2. Review cost share commitments to ensure that the required obligation will be met.
3. Submit travel vouchers/reimbursements and requisitions for any outstanding invoices so payment may be processed by the project end date. New expenditures for supplies, equipment, etc. will be reviewed and may not be allowed due to project's approaching end date.
4. Review all outstanding pro-card purchases and submit appropriate receipts to our office for inclusion in the final invoice, if appropriate.
5. Review any open encumbrances on the grant account and delete those which are no longer valid.
6. Ensure that service and independent contractor agreements are completed and submitted for payment.
7. When separation of employment is required for grant funded positions, please contact Human Resources (Gracy x2368) for proper exit procedures at least 30 days prior to the grant end date. For instances where the position will be supported by other funds, please submit an EPA specifying the new funding source.
8. Similarly, for any other recurring charges (i.e. phone charges, internet charges), please contact the internal department responsible for processing the scheduled charges and provide an updated funding source.
9. Discuss any project close-out issues with appropriate personnel.
10. Review the original grant agreement to determine who retains title to any equipment purchased. If title does not vest with TAMU please contact our office to coordinate the transfer of ownership to the appropriate party.
11. Complete final report or other close-out documents required by the grant agency.
12. Ensure that the records retention policy is followed.

Please contact the Office Grants and Contracts if you have any questions regarding the grant close-out process.