



# Boston College: Office for Sponsored Programs Department Closeout Checklist

Project Number: \_\_\_\_\_

**To be completed within 60 days after project end date and returned to ospcloseouts@bc.edu**

YES    N/A

All project-related expenses have posted and have been confirmed as accurate and allowable.

Any unallowable costs charged have been removed to a BC funded account, including inapplicable charges posted after the project end date.

Encumbrances, not anticipated to be expended by the budget end date, have been closed or removed.

Travel advances have been reconciled.

Salary costs charged for each employee reasonably reflect work performed and any changes to salary distributions off the grant have been processed.

Project's P-Card has been cancelled or destroyed and all P-Card statements have been reconciled and documents scanned into PeopleSoft.

Subaward / Subrecipient's final invoice has been paid, and final modification for reduction has been sent to OSP Pre-Award administrator.

Cost-share expenses, and associated funding, have been properly recorded and documented.

Program income, if project generated any, has been expended using Fund 510.

All tuition remission costs have been processed.

Sponsor required PI reports have been submitted and proof of submission sent to the OSP Pre-Award administrator, (reports e.g. Progress, Invention, Patent, Property, etc.)

**Estimated ending balance:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this form, completed and signed, to your OSP team.**

Dept. Admin. \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_