



## Grant Closure Checklist

- 1) Review all expense transactions posted to the fund to ensure all are allowable per the grant guidelines/applicable regulations and are within the grant time frame. Submit cost transfers per HSCEP OP 50.18 to [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu) to correct any problems. Review all revenue transactions to ensure all revenue has been properly posted to the fund. Work with the appropriate accountant to correct any revenue problems. Below is a Cognos report that can be used in this review:

HSC El Paso Finance > Transaction Detail > Operating Transactions

- 2) Review all open encumbrances on the fund. If valid encumbrances remain, work with Payment Services to have any outstanding invoices paid. They can also be moved to an alternate FOP, if still valid but goods/services will not be received by the grant end date. If encumbrances are not valid, they need to be released and closed. All encumbrances must be zero and closed in order for the fund to be closed, with the exception of salary encumbrances which must be zero but can remain open. A request to move or close an encumbrance can be submitted through the PO/ Encumbrance Change Request System. The link to the system is on the WebRaider portal under the purchasing section. Below is a Cognos report that can be used in this review:

HSC El Paso Finance > Encumbrances, Invoices, and Checks > Open Encumbrances by Fund & Orgn

- 3) Review the balance in the fund. If the fund has a deficit balance, submit cost transfers per HSCEP OP 50.18 to [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu) to correct the deficit balance. If the fund has a residual balance, please contact the Office of Sponsored Programs. OSP will determine if an extension should be requested from the sponsor, if the funds should be returned to the sponsor, or if the residual can be kept and transferred to an alternate FOP. Forward this determination to the appropriate accountant to address the residual balance. Below are Cognos reports that can be used in this review:

HSC El Paso Finance > Grants > Budget Account Code Summary for Grants

HSC El Paso Finance > Fund Balance > Statement of Changes in Fund Balances for Excel

- 4) Consider indirect cost (F&A) if applicable. A final IDC expense will be calculated and posted by Contracts and Grants Accounting once all expenses are finalized.
- 5) If cost share was required/mandatory/committed, ensure that the appropriate amount of expense was posted to the cost share fund. Work with the appropriate accountant to close the cost share fund. If a voluntary cost share fund was established to track salary over the NIH/CPRIT salary cap for effort reporting and the grant is complete, please work with the

appropriate accountant to close the cost share fund. If there will be another year of the grant, the same cost share fund can be used for salary cap tracking.

- 6) If pass-thru subcontracts were executed by the Office of Sponsored Programs on the grant, ensure that final invoices have been received and posted to the fund. All subcontract invoices should be sent to Contracts and Grants Accounting for review and processing.
- 7) Ensure that all balance sheet accounts have been zeroed (except cash accounts). This includes accounts receivable, accounts payable, travel advances, petty cash funds, etc. Below is a Cognos report that can be used in this review:

HSC El Paso Finance > Trial Balance and Balance Sheet Summaries > Trial Balance by Fund

- 8) If effort reporting was required, work with the effort coordinator to ensure all effort was certified on the grant. There are reports available within the ecrt system to aide in this review. Below is a Cognos report that can also be used in this review:

HSC El Paso Finance > Grants > Ecrt Outstanding Effort Certifications by Status

- 9) If it is determined by OSP that a residual can be transferred to an alternate FOP, submit a budget revision to transfer the available balance to an appropriate local FOP. Note that residuals from research grants can only be transferred to a local FOP that has program code 20 (research). The Budget Revision System can be found at the link below:  
[https://banapps.texastech.edu/ITIS/BD\\_BudgetRevision/default.aspx](https://banapps.texastech.edu/ITIS/BD_BudgetRevision/default.aspx)
- 10) Ensure all grant reports have been submitted if required. Work with the appropriate accountant if a financial report is required.
- 11) If unused budget from one year of a grant can be carried forward to the next year of the grant and a new fund is required by Contracts and Grants Accounting, please submit a budget revision to move the available budget. This will need to be approved by the Office of Sponsored Programs and Contracts and Grants Accounting.