**Sponsored Projects from Oversight Checklist**

|  |  |
| --- | --- |
| Account Number |  |
| Award Number |  |
| Project Title |  |
| Funding Agency |  |
| PI |  |
| Project Period |  |
| Check List Initiated |  |
| SPA Contact |  |
| DCG Officer |  |
| DCG Closeout Specialist | Susan Palomino [spalomin@usc.edu](mailto:spalomin@usc.edu) |
| Annual Report Due Dates |  |

**Start of Contract**

|  |  |  |
| --- | --- | --- |
|  | **Action to be Taken** | **Notes** |
|  | Work on spending Plan with PI  Keep RAAC principles in mind when working together and any additional terms and conditions of the award |  |
|  | Establish Type of Contract  (Cost reimbursable vs. Firm Fixed Price) |  |
|  | Review TARA and Confirm IDC rate |  |

**Each July when Reconciling**

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| --- | --- | --- |
|  | **Action to be Taken** | **Notes** |
|  | IDC and Fringe Benefits  Confirm that it is expensing appropriately based on awarded budget |  |

**Start of each Increment/Budget Period**

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| --- | --- | --- |
|  | **Action to be Taken** | **Notes** |
|  | Review of Budget and Spending Plan with PI  Keep RAAC principles in mind when working together and any additional terms and conditions of the award |  |
|  | Go over staff/students working on the project |  |
|  | Is Sponsor approval needed for any changes |  |
|  | Does this change the scope of work |  |

**12 Months before End Date**

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|  | **Action to be Taken** | **Notes** |
|  | Review Spending Plan with PI  Keep RAAC principles in mind when working together and any additional terms and conditions of the award |  |
|  | Discuss any final equipment order(s) |  |
|  | Review any large M&S purchases |  |
|  | Advise Post-docs/Research Staff regarding unused vacation; reminder to record in Workday any days used |  |
|  | Subawards  Review of spending and discuss any issues with PI |  |

**6 Months before End Date**

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|  | **Action to be Taken** | **Notes** |
|  | Communicate with the PI  Inform PI of account close out procedures and requirements  Discuss whether a no-cost extension is required and will need to be submitted |  |
|  | IDC  Confirm it has been expensed at negotiated rate |  |
|  | Postdoctoral Fellows  If there are any postdocs on the project, where the postdoc potions extends beyond the life of the project identify other funding sources for their support or prepare to serve a 90 day termination notice  Remind regarding vacation days and recording in Workday |  |
|  | Subawards  Verify spending and work to ensure they will be sending final invoices accordingly |  |

**90 Days before End Date**

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|  | **Action to be Taken** | **Notes** |
|  | Postdoctoral Fellows  Ensure 90 day termination notice is served if not moving to another project.  Review vacation days and ensure are recording the time off in Workday |  |
|  | IDC and Fringe Benefits  Request IDC and Fringe analysis Worksheet from SPA  If IDC or Fringe arrears are identified, submit budget reallocation work with SPA to post to account  Confirm IDC rate to be charge for the remainder of the project  If find issues or need help with review contact Viterbi Business Affairs – Research Administration (VBA-RA) for assistance |  |
|  | Tuition  Request a tuition analysis from VBA-RA.  Inform VBA-RA of any RAs graduating in the semester the award is expiring or of any changes to effort distribution for accurate tuition expense calculations. Such as a salary expense transfer  Work with VBA-RA to process any pending tuition expenses |  |
|  | Pending transactions  Follow up on any un-posted/ pending charges and/or credits-internal requisitions |  |
|  | Expense Transfers  Process any expense transfers if required |  |
|  | Equipment  If any equipment is necessary for the project completion purchase no later than 90 days prior to the project end date. |  |

**60 Days before End Date**

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|  | **Action to be Taken** | **Notes** |
|  | M&S  Purchase all final supplies necessary for project completion at least 30 days prior to the project end date. |  |
|  | Budget Reallocations  Process any budget reallocations if required |  |

**30 Days before End Date**

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| --- | --- | --- |
|  | **Action to be Taken** | **Notes** |
|  | Ongoing services  Cancel ongoing services (gas cylinders…. |  |
|  | Encumbrances  Close out encumbrances |  |
|  | Equipment  Report of any unused, obsolete, stolen, missing, un-repairable capital equipment purchased by the project. |  |
|  | Vacation pay  Calculate and process any vacation pay due to postdocs being terminated. |  |
|  | Subaward  All subaward invoices, including final invoice, have been received, approved by the PI, and submitted for payment.  All subaward reports, including technical, patent, etc. have been received and approved by the PI and forwarded to DCG Closeout Specialist. |  |
|  | Salaries  Reconcile with effort certification |  |
|  | Review project financial transactions  All reconciled and handle by RAAC principle and Omni Circular and/or A-21 or appropriate contract terms. |  |

**For Final Close-out**

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|  | **Action to be Taken** | **Notes** | |
|  | Final Technical Report  PI submitted all required technical/program reports, including Final Report.  Make sure a copy is sent to DCG Closeout Specialist | |  |
|  | Report of Patents and Inventions  PI submitted Report of Patents and Inventions to  DCG Closeout Specialist | |  |
|  | Final Financial Report  Coordinate with SPA | |  |
|  | Final Equipment Report  Coordinate with Equipment Management | |  |