**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 |
| Annual Report Due Dates |  |

**Start of Contract**

|  |  |  |
| --- | --- | --- |
|  | **Action to be Taken** | **Notes** |
|  | Work on spending Plan with PIKeep 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 BenefitsConfirm 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 PIKeep 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 PIKeep 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 |  |
|  | SubawardsReview 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 PIInform PI of account close out procedures and requirementsDiscuss whether a no-cost extension is required and will need to be submitted |  |
|  | IDCConfirm it has been expensed at negotiated rate |  |
|  | Postdoctoral FellowsIf 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 noticeRemind regarding vacation days and recording in Workday |  |
|  | SubawardsVerify 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 FellowsEnsure 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 BenefitsRequest IDC and Fringe analysis Worksheet from SPAIf IDC or Fringe arrears are identified, submit budget reallocation work with SPA to post to accountConfirm IDC rate to be charge for the remainder of the projectIf find issues or need help with review contact Viterbi Business Affairs – Research Administration (VBA-RA) for assistance |  |
|  | TuitionRequest 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 transferWork with VBA-RA to process any pending tuition expenses  |  |
|  | Pending transactionsFollow up on any un-posted/ pending charges and/or credits-internal requisitions |  |
|  | Expense TransfersProcess any expense transfers if required |  |
|  | EquipmentIf 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&SPurchase all final supplies necessary for project completion at least 30 days prior to the project end date. |  |
|  | Budget ReallocationsProcess 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…. |  |
|  | EncumbrancesClose out encumbrances |  |
|  | Equipment Report of any unused, obsolete, stolen, missing, un-repairable capital equipment purchased by the project. |  |
|  | Vacation payCalculate and process any vacation pay due to postdocs being terminated. |  |
|  | SubawardAll 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.  |  |
|  | SalariesReconcile with effort certification |  |
|  | Review project financial transactionsAll 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 InventionsPI submitted Report of Patents and Inventions to DCG Closeout Specialist |  |
|  | Final Financial ReportCoordinate with SPA |  |
|  | Final Equipment ReportCoordinate with Equipment Management |  |