



## Controller's Office - Grants and Funds Management

### 30 Days Prior Checklist

Items:	30 days prior to end date:	Completed:
<b>Additional Funding/No-Cost Extensions</b>	If new funds are not awarded, or the No Cost Extensions has not been approved yet, this account should be placed on risk.	
<b>New Expenses</b>	Expenses incurred must be utilized, it is not based off of when an items is ordered or paid, but rather when it is used.	
<b>Cost Share</b>	Any adjustments are due this month to ensure inclusion in the final invoice.	
<b>Payroll Account Changes</b>	Account Changes need to be submitted to ensure future payroll is moved to appropriate account after end date.	
<b>Payroll Retros</b>	Any needed forms are due this month to ensure inclusion in the final invoice.	
<b>Puchasing Cards</b>	Review to make sure all pcard holders have submitted their statements that contain expenses for the award.	
<b>Cash Advances/ Participant Cards</b>	Any cash advances or participant cards need to be settled now. These costs must be incurred during the award period.	
<b>Subawards</b>	Email subs for any outstanding invoices or issues, remind them of the 60 days for their final invoice (or other date depending on the award).	
<b>Defaulted Charges (postage, motor pool)</b>	Begin requests to have any defaults adjusted to a new funding source past the end date.	
<b>Other Internal Charges (printing, animal charges)</b>	Work with charging department to ensure charges are processed and posted to the award.	
<b>Travel</b>	All travel that has occurred should be posted, unless within the last month of the award.	
<b>Payment Requests</b>	All payments should be posted, unless they occurred within the last month of the award.	
<b>Tuition</b>	Review to ensure semesters not included in the award period, are not charged	
<b>Journal Entries</b>	Complete so these are in final billing month, and can be included on the final invoice.	
<b>Journal Vouchers</b>	Complete so these are in final billing month, and can be included on the final invoice.	
<b>Requisitions</b>	Most requisitions will not be able to be processed in the last month of the award.	
<b>Purchase Orders</b>	If purchase is not completed, this PO needs to be close out on the project.	
<b>Confirming final expenses</b>	Continue to monitor expenses. As soon as all are posted confirm with your PAA so final invoicing can begin.	
<b>Reporting</b>	Ensure all progress reports are completed, coordinate with the PI on final progress reporting requirements. GFM will complete all financial reporting.	