



Controller's Office - Grants and Funds Management

30 Days Prior Checklist

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