

Grant Closing Checklist

Please complete the following tasks, if applicable, to ensure proper closeout of your grant.

<u>Procedure</u>	<u>Completed</u>
<u>Send new grant contract</u> <u>or letter of intent to Joni Lott in Office of</u> <u>Research & Grant development</u>	_____
<u>Complete online requisitions</u>	_____
<u>Follow up on outstanding</u> <u>purchase orders</u>	_____
<u>Submit direct pays,</u> <u>payment vouchers &</u> <u>direct pay requests for</u> <u>grant approval</u>	_____
<u>Submit final narrative reports</u> <u>as required by grant contract</u>	_____
Payroll Procedures	
<u>Process template memo for</u> <u>personnel action for bi-weekly</u> <u>employees with new</u> <u>index for approval</u>	_____
<u>Process template memo for</u> <u>personnel action for monthly</u> <u>employees with new</u> <u>index for approval</u>	_____
<u>Email Cassandra Hicks at</u> <u>chicks@semo.edu with student</u> <u>worker name and new</u> <u>index to charge</u>	_____

Graduate Assistant procedures

Email Marsha Arant at marant@semo.edu with new index to charge graduate assistant stipends and fee waivers.

Internal charge procedures

Email Mary Siebert in telecommunications at msiebert@semo.edu with phone and fax numbers and new index to charge

Throw away postage stickers for index of grant ending.

Order postage stickers with new index.

<p>If you need assistance in renewing or extending your grant, contact Research and Grant Development at ext. 2018. If you have already received a grant extension, please send copies of the extension to Research and Grant Development MS4400 and the Grant Accountant at MS3200.</p>
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If you have questions, please contact your Grant Accountant. Thank you.