

Grant: _____ Fund: _____ Index: _____
 Principal Investigator: _____ Co-PI: _____
 Funding Agency: _____ Project End Date: _____ Total Expenses: _____
 Loss Amount: _____ Estimated Gain Amount (Subject to change depending on additional expenses in/out): _____
 Transfer Gain/Loss to Index: _____ Date Form Required: _____
 Fiscal Monitor (FM) Closing Fund: _____ FM Email: _____ FM Phone: _____

According to our records, the above referenced fund has ended. Please complete, sign, and return this Contract & Grant Closeout Reconciliation by the above date. If you do not respond by this date, Contract & Grant Accounting will proceed with closing the above grant/fund/index. Under the Uniform Administrative Requirements, Cost Principles and Audit respond by this date, Contract & Grant Accounting Requirements for Federal Awards, Subpart D-Post Federal Award Requirements-Closeout Section 200.343 (a) The Non-Federal entity must submit, no later than 90 days after the end date of the budget period, all financial, performance, and other reports as required by the terms and conditions of the Federal award. Also, UNM's Controller has required that all funds should be closed within 90 days.

If you have any questions regarding this form, please contact the Fiscal Monitor closing the fund.

If salary is being reallocated, process a labor redistribution. If cost transfers are needed in other expense categories, please prepare journal vouchers. If necessary, please submit any 90-Day memos with the closeout reconciliation.

The following documents were included in your Workflow or email. Please complete, sign, and return with this form:

Patent Questionnaire
 Agency Closeout Documents:

The items checked below are required for the closeout of this fund:

Request Final subaward invoice for:
 Documentation for cost share (in-kind, third party, etc.):
 PO modification to cancel or transfer outstanding open encumbrances:
 Please provide a copy of the invoice numbers:
 Please provide a tuition transfer form for:
 Other items:

Please examine the index for charges outside the beginning or end dates of the award; RA tuition expense that are not supported by RA salary expenses; address over/under expenditures; return any outstanding sub award invoices that are pending approval.

Please list expenses (charges in/out) that are still pending:

The following is to be completed by the PI or designee:

The Final Progress/Technical Report (Please choose one of the three options below):

Was submitted on:

Has NOT been submitted, but will be submitted on:

I will email the fiscal monitor once the report is submitted.

No final progress/technical report is required.

As PI or designee, I certify that all expenditures posted and pending to the project as of today, are allowable, allocable, reasonable, complete and within the period of availability. All work has been completed or will be completed by the due date; including all final progress, technical reports and/or deliverables.

PI or designee Certification: _____ **Date:** _____

Be aware that record retention dates for federal sponsored awards may differ from the retention dates published in UAPPM. Per the Uniform Administrative Requirements Section 200.333 financial records must be retained for a period of three years from the date of submission of the final expenditure report not from the date the expense occurred or posted in Banner.

It was a pleasure assisting you with the compliance and monitoring of your research project.
 Thank you for your responsiveness and cooperation during the life of your award.