



CHICAGO STATE UNIVERSITY

Subrecipient Closeout Checklist

Items to review for Subrecipient Closeout:

CSU Grant Number: _____ **Name of Institution:** _____

Award # _____

Period of Performance _____

- All Allowable Costs - Invoice Reimbursed?
- Final Drawdown of Grant Funds Received?
- Final Financial Status Report (FSR) Submitted
- Final Review of Grant
 - All Closeout Requirements Completed?

- Required Documentation Completed
 - Financial records, Including Budget vs. Actual Reports
 - "Matching" or "Cost-share" Documentation
 - Reconciliation of Cash Drawdowns with the Financial Status Reports
 - Program Records Demonstrating Full Implementation of the Grant Objectives
 - Property Records, if applicable
 - Patent Report, if applicable

- Record Retention Requirements
 - Financial Records and Supporting Documentation
 - Property and Equipment Records
 - Indirect Cost Proposals
 - Subrecipient Monitoring Documentation
 - Suspension and Debarment Compliance Documentation

- On-going Responsibilities:
 - Property Reporting
 - Indirect Cost Rates Finalized

- Other _____