

Grant Closing Checklist

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

Procedure

Completed

Send new grant contract or letter to
Office of Research & Grant development

Complete online requisitions

Follow up on outstanding purchase orders

Submit final expenses for grant approval

Submit final narrative reports as required
by grant contract

Payroll Procedures

Process template memo for personnel action
for bi-weekly employees with new index for
approval, if possible, prior to the effective
date of the new award

Process template memo for personnel action
for monthly employees with new index for
approval

Email Patsy Seabaugh in Human Resources at
pjseabaugh@semo.edu with student worker
name and new index to charge

Graduate Assistant Procedures

Email Brian Hopkins at bhopkins@semo.edu with student name and new index to charge graduate assistant stipends and fee waivers

Interdepartmental Charge Process

Email Cliff Gray in Telecommunications at cgray@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

Update index at Bookstore, Facilities Management, and Printing, if applicable

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.

If you have questions, please contact your Grant Accountant. Thank you.