

# AWARD MANAGEMENT CHECKLIST

---

AN AWARD MANAGEMENT TOOL  
FOR GRANT MANAGERS

Marc Todesco, Associate Director  
Office for Sponsored Programs

FALL 2022



## Closeout Subcommittee

- Subcommittee under Operations and Policy Committee (OPC)
- Membership includes:
  - OSP: Tricia Hopkins, Marc Todesco (lead)
  - HMS: Rita Bergemann, Sheila Doyle
  - HSPH: Jen Neira
  - Wyss: Nicole Boquet
- Award Management Checklist
  - New resource to assist with managing and closing out sponsored awards

# Awards Management Checklist

- Supplemental resource for the “Closeout and Reporting Policy for Sponsored Awards” revised in May 2021
- Developed from an existing checklist deployed at the Harvard Kennedy School
- Checklist was piloted by schools and departments over the past year

HARVARD  
UNIVERSITY



## Closeout and Reporting Policy for Sponsored Awards

Originally Issued: November 16, 2015  
Last Revised: May 6, 2021  
Effective: May 6, 2021  
Responsible Office: Office for Sponsored Programs

---

### Policy Statement

As the recipient of sponsored funding from federal and non-federal sources, Harvard University is required to provide accurate, timely, and complete disclosure of financial information, as required by each sponsored award. The timely recording of financial transactions to sponsored awards is critically important, especially as an award's end date approaches, since it is the basis for financial reporting, cash collection, and sponsor closeout requirements. The Closeout and Reporting Policy for Sponsored Awards establishes the framework for administering the timelines to manage the sponsor's financial deadlines and non-financial reports.

---

### Reason for Policy

By accepting extramural funding from sponsors, Harvard agrees to manage and use these funds in accordance with sponsor terms and all applicable federal regulations. This policy provides guidance to financial and administrative staff who are responsible for managing federal and non-federal sponsored awards. This policy also ensures that Harvard adheres to the requirements under the Office of Management and Budget (OMB) Uniform Guidance (§200.344) which requires projects to be closed out within one year of their end date. Most notably, “if awardees do not submit reports within one year, the awarding agency must report to OMB (currently FAPIIS) as a material failure to comply with the award terms and conditions.” This policy applies to all sponsored projects at Harvard, whether or not they are subject to the Uniform Guidance and includes financial and non-financial reports.

## ANOTHER CHECKLIST!



## NOT JUST ANOTHER CHECKLIST!

- ✓ Tool for Grant Managers
- ✓ Consolidated list of activities
- ✓ Links to resources
- ✓ Customizable
- ✓ Not required by OSP!



## Who should use the checklist?

- Department Local Level Managing Units (DLLMU)
  - Grant managers, research administrators, etc.
- Department Managers
  - Can implement locally to improve internal controls and procedures
- New staff
  - Outlines a range of activities to monitor during the award and at closeout

• **Note: the checklist is *NOT REQUIRED BY OSP***

## User Guide for Award Management Checklists

the award through its post-award lifecycle: 1) During Award and 2) During Closeout.  
 used to monitor a project is awarded and up to 90-days prior to the award/account end date.  
 be used 90-days prior to the award/account end date and throughout the closeout of the award/account in GMAS and the GL.



be incorporated into a school or department's local procedures to assist with managing awards.

performed on a MONTHLY basis, unless another frequency is specified.

responsibilities required with managing a sponsored research award and can be used to supplement a school or department's local procedures.

### Award Management Checklist - During Award

Obligated Dates:  
 Anticipated Dates:  
 OSP Contact:  
 Pre-Award Contact:  
 Date:



performed on a MONTHLY basis unless a different frequency is noted. Higher priority activities are noted with an asterisk (\*).  
 "During Closeout" checklist.

to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.

Level Managing Unit; OSP RF = Office for Sponsored Programs Research Finance; PI = Principal Investigator, Pre-Award = Central Pre-Award Office

Checklist Activity	Higher Priority	Primary (And Secondary) Responsibility	Tracking and Notes
Priority activities are noted with an asterisk (*)			(use these fields to record the completion of activities and any relevant notes throughout the award)
ment, underspent, projected spending rate through award end	*	DLLMU	
unds (or PI Dashboard) report to check for open Purchase	*	DLLMU	

### Award Management Checklist - During Closeout

Obligated Dates:  
 Anticipated Dates:  
 OSP Contact:  
 Pre-Award Contact:  
 Date:



and includes monthly activities that should be performed 90-days before the end date and throughout closeout. There is a separate checklist of activities to monitor "during the award".

work of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.

Level Managing Unit; OSP RF = Office for Sponsored Programs Research Finance; PI = Principal Investigator, Pre-Award = Central Pre-Award Office

Checklist Activity	Primary (and Secondary) Responsibility	Tracking and Notes
NOTE: Perform these activities monthly, beginning 90-days before the end date and throughout closeout		(use these fields to record the completion of activities and any relevant notes throughout the award)
ck in with PI and research team about progress, and remaining outstanding purchases.	DLLMU	
ind PI and research team to submit any outstanding reimbursements for travel or other expenses.	PI (DLLMU)	
iew the HART Committed Funds report (or PI Dashboard) to check for open Purchase Orders.	DLLMU	
Website: <a href="#">Committed Funds</a>		
licable: For underspent accounts, review and discuss award terms for carryforward restrictions PI if a renewal is anticipated. Submit an NCE Request in GMAS and continue to review the status of pending NCE requests until approved/processed.	DLLMU (PI)	
licable: Follow up on outstanding subcontract invoices throughout the subcontract period of performance, including a Final Invoice. Obtain PI approval. Ensure all subcontract transactions are entered in the GL using the appropriate object codes (8190-8192).	DLLMU	
se note: Any advance subcontract payments posted to 8193 must be reconciled by transferring them to the 8190-8192 range or removing any advance payments that were not spent, requesting a refund from the subawardee.		
Website: <a href="#">Budget Expense Object Codes - Subcontract Object Codes</a>		
licable: Follow up with vendors/suppliers/consultants' outgoing" billing agreements on outstanding invoices throughout period of performance.	DLLMU	
iew personnel allocations with PI and update the costing to move personnel after award end.	PI (DLLMU)	
licable: For any departing personnel, obtain manual effort certifications or fill out a proxy form.	DLLMU	
Website: <a href="#">Effort Reporting</a>		
licable: Ensure that current tuition charges align with salary and that upcoming tuition charges will not be paid from the award.	DLLMU	

## Benefits of the Checklist


- Award management tool that is useful to new or existing grant managers who manage sponsored awards
- Provides grant managers with a list of common areas that require oversight and monitoring
  - Reminders for potential compliance issues

## Separate checklists for:

- During Award
- During Closeout
- Can be used as a "hand-off"
  - Helpful when transferring portfolios across staff

# Other Features

- Downloadable from the “Resources” section of the [Closeout Policy](#)
- Excel file
  - Customizable based on award terms
- Includes:
  - Links to relevant policies and guidance
  - User Guide and FAQs



## User Guide for Award Management Checklists

**Disclaimer**  
 There are two checklists to assist with managing the award through its post-award lifecycle: 1) During Award and 2) During Closeout.  
 The “During Award” checklist can be used once a project is awarded and up to 90-days prior to the award/account end date.  
 The “During Closeout” checklist can be used 90-days prior to the award/account end date and throughout the closeout of the award/account in GMAS and the GL.

The checklists are NOT required by OSP, but can be incorporated into a school or department’s local procedures to assist with managing awards.

The activities listed on each checklist should be performed on a MONTHLY basis, unless another frequency is specified.

Each checklist provides a general framework of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.

The checklists are available in the following formats:

- PDF
- Excel
- Word

When relevant, links to relevant policies and guidance are provided.

To ensure sponsor compliance, the checklists should be reviewed and updated as needed.

Frequently Asked Questions

- Why is the checklist required?
- How should the checklist be used?
- What should I do if I have a question?
- Who do I go to for help?
- What about pre-award activities?
- Why don't the checklists cover all activities?
- What is a DLLMU?

**Award Management Checklist - During Award**

Harvard Fund Number: \_\_\_\_\_  
 Sponsor Name: \_\_\_\_\_  
 Principal Investigator: \_\_\_\_\_  
 Award Number: \_\_\_\_\_  
 Prime Award Number: \_\_\_\_\_

Obligated Dates: \_\_\_\_\_  
 Anticipated Dates: \_\_\_\_\_  
 OSP Contact: \_\_\_\_\_  
 Pre-Award Contact: \_\_\_\_\_  
 Date: \_\_\_\_\_

**DISCLAIMER**  
 This checklist outlines activities to manage “during the award” and should be performed on a MONTHLY basis unless a different frequency is noted. Higher priority activities are noted with an asterisk (\*).  
 If an account is approaching 90-days before its end date, please reference the “During Closeout” checklist.  
 This checklist provides a general framework of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.

**RESPONSIBILITY LEGEND \*\*** DLLMU = Department/Local Level Managing Unit; OSP RF = Office for Sponsored Programs Research Finance; PI = Principal Investigator, Pre-Award = Central Pre-Award

Topic	Checklist Activity	Higher Priority	Primary (And Secondary) Responsibility	Tracking and Notes
Award Balance	Review award balances (overspent, underspent, projected spending rate through award end date).	*	DLLMU	
Award Balance	Review the HART Committed Funds (or PI Dashboard) report to check for open Purchase Orders.	*	DLLMU	

**Award Management Checklist - During Closeout**

Harvard Fund Number: \_\_\_\_\_  
 Sponsor Name: \_\_\_\_\_  
 Principal Investigator: \_\_\_\_\_  
 Award Number: \_\_\_\_\_  
 Prime Award Number: \_\_\_\_\_


Obligated Dates: \_\_\_\_\_  
 Anticipated Dates: \_\_\_\_\_  
 OSP Contact: \_\_\_\_\_  
 Pre-Award Contact: \_\_\_\_\_  
 Date: \_\_\_\_\_

**DISCLAIMER**  
 This checklist is specific to “closeout” and includes monthly activities that should be performed 90-days before the end date and throughout closeout. There is a separate checklist of activities to monitor “during the award”.  
 This checklist provides a general framework of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.

**RESPONSIBILITY LEGEND \*\*** DLLMU = Department/Local Level Managing Unit; OSP RF = Office for Sponsored Programs Research Finance; PI = Principal Investigator, Pre-Award = Central Pre-Award

Topic	Checklist Activity	Primary (and Secondary) Responsibility	Tracking and Notes
Award Balance	Check in with PI and research team about progress, and remaining outstanding purchases.	DLLMU	
Award Balance	Remind PI and research team to submit any outstanding reimbursements for travel or other expenses.	PI(DLLMU)	
Award Balance	Review the HART Committed Funds report (or PI Dashboard) to check for open Purchase Orders. <a href="#">HART Wiki, Committed Funds</a>	DLLMU	
Award Balance	If applicable: For underspent accounts, review and discuss award terms for carryforward restrictions with PI if a renewal is anticipated. Submit an NCE Request in GMAS and continue to review the status of any pending NCE requests until approved/processed.	DLLMU (PI)	
Award Balance	If applicable: Follow up on outstanding subcontract invoices throughout the subcontract period of performance, including a Final Invoice. Obtain PI approval. Ensure all subcontract transactions are posted in the GL using the appropriate object codes (8190-8192).  Please note: Any advance subcontract payments posted to 8193 must be reconciled by transferring them to the 8190-8192 range or removing any advance payments that were not spent, requesting a refund from the subawardee. <a href="#">OSP Website: Budget Expense Object Codes - Subcontract Object Codes</a>	DLLMU	

# DEMO

Award Management Checklist - During Award				
<b>Harvard Fund Number:</b> <b>Sponsor Name:</b> <b>Principal Investigator:</b> <b>Award Number:</b> <b>Prime Award Number:</b>		<b>Obligated Dates:</b> <b>Anticipated Dates:</b> <b>OSP Contact:</b> <b>Pre-Award Contact:</b> <b>Date:</b>		
<p><b>DISCLAIMER</b>            This checklist outlines activities to manage "during the award" and should be performed on a MONTHLY basis unless a different frequency is noted. Higher priority activities are noted with an asterisk (*).            If an account is approaching 90-days before its end date, please reference the "During Closeout" checklist.            This checklist provides a general framework of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.  <b>RESPONSIBILITY LEGEND **</b> DLLMU = Department/Local Level Managing Unit; OSP RF = Office for Sponsored Programs Research Finance; PI = Principal Investigator, Pre-Award = Central Pre-Award Office</p>				
Topic	Checklist Activity	* Higher Priority	** Primary (And Secondary) Responsibility	Tracking and Notes
	NOTE: higher priority activities are noted with an asterisk (*)			(use these fields to record the completion of activities and any relevant notes throughout the award)
Award Balance	Review award balances (overspent, underspent, projected spending rate through award end date).	*	DLLMU	
Award Balance	Review the HART Committed Funds (or PFDashboard) report to check for open Purchase Orders. <a href="#">HART Wiki: Committed Funds Report</a>	*	DLLMU	
Award Balance	Check in with PI and research team about progress, and remaining outstanding purchases.		DLLMU (PI)	
Award Balance	Remind PI and research team to submit any outstanding reimbursements for travel or other expenses.		PI (DLLMU)	
Award Balance	If applicable: Follow up on outstanding subcontract invoices throughout the subcontract period of performance. Obtain PI approval of invoices and ensure all subcontract transactions are posted in the GL using the appropriate object codes (8190-8193). <a href="#">DSP Website: Budget Expense Object Codes - Subcontract Object Codes</a>		DLLMU	
Award Balance	If applicable: Follow up with vendors/suppliers/consultants' outgoing" billing agreements on outstanding invoices throughout period of performance.		DLLMU	
Award Balance	If applicable: Consult with the PI to determine if a no-cost extension (NCE) is needed, particularly when account is underspent.		PI (DLLMU)	
Personnel	Confirm personnel allocations with PI and update coding for salary (and tuition) as necessary.		PI (DLLMU)	
Personnel	If applicable: For any departing personnel, obtain manual effort certifications or fill out a proxy form.	*	PI (DLLMU)	
GL Adjustments	Remove any over-expenditures or unallowable charges as soon as they are discovered.	*	DLLMU	
GL Adjustments	Review GMAS Transaction Monitoring to clear flagged transactions. <a href="#">Overview: GMAS Transaction Monitoring Dashboard</a>	*	DLLMU (OSP RF)	
GL Adjustments	Correct any Invalid Code Combinations (ICCs) within 90 days of posting. <a href="#">HART Wiki: Invalid Code Combinations Report</a>	*	DLLMU (OSP RF)	
GL Adjustments	Review recurring charges and any changes to allocation methodologies. Ensure an allocation methodology is documented. NOTE: this activity should be monitored at least quarterly, but should be monitored any time a change is made to routine allocations or the allocation methodology.		DLLMU	



# REMINDERS AND RESOURCES

- Downloadable from the “Resources” section of the [Closeout Policy](#)
  - Blog post to follow, once the checklist is available
- The Award Management Checklist is not required by OSP
  - Download and save locally (not in GMAS)
- The checklists are comprehensive but not exhaustive
  - Can be customized based on local procedures and award terms
- For any future questions or feedback, please reach out to one of the Closeout Subcommittee representatives listed below

OSP: [Tricia Hopkins](#), [Marc Todesco](#) (lead)

HMS: [Rita Bergemann](#), [Sheila Doyle](#)

HSPH: [Jen Neira](#)

Wyss: [Nicole Boquet](#)

# Notes from Demo: User Guide Tab

- When to use each checklists
  - During Award – use up to 90-days prior to award/account end
  - During Closeout – use 90-days prior to award/account end through closeout
- Frequently asked questions (FAQs)
- How to use the checklists
  - Review checklists monthly
  - Save locally (not in GMAS)
  - Customize checklist based on award terms
  - Record and track notes for each activity

### User Guide for Award Management Checklists

**Disclaimer**

There are two checklists to assist with managing the award through its post-award lifecycle: 1) During Award and 2) During Closeout. The "During Award" checklist can be used once a project is awarded and up to 90-days prior to the award/account end date. The "During Closeout" checklist can be used 90-days prior to the award/account end date and throughout the closeout of the award/account in GMAS and the GL.

The checklists are NOT required by OSP, but can be incorporated into a school or department's local procedures to assist with managing awards. The activities listed on each checklist should be performed on a MONTHLY basis, unless another frequency is specified. Each checklist provides a general framework of the responsibilities required with managing a sponsored research award and can be used to supplement a school or department's local procedures. The checklists are not meant to be an exhaustive list of activities, since each award is different and may require unique and varying levels of management throughout the lifecycle of the project. These checklists can be downloaded and customized to assist with the management of specific award terms and conditions. When relevant, links to associated policies and guidance are included below the activities on the checklists. To ensure sponsored accounts are closed on a timely basis, the "During Closeout" checklist can be used as a resource when reviewing year logic accounts reaching a budget period end date, or when reviewing task logic accounts reaching a project period end date.

**Frequently Asked Questions**

1. Why is the checklist important?  
Effective grant management is a cornerstone for ensuring compliance with sponsor policies and award terms and conditions. These checklists outline the most common areas that require oversight and monitoring throughout the award.

2. How should the checklists be used?  
The checklists provide a centralized method for tracking common post-award activities that occur during an award and closeout. It is recommended that checklists be reviewed monthly, but are not required by OSP. Local units can incorporate the checklists into their local procedures to provide standardization and consistency with the oversight of sponsored awards. The checklists can also be very useful when onboarding new grant managers or those new to managing sponsored awards.


3. What should I do with the checklists?  
Checklists can be saved locally for others to access. These checklists can be especially useful when training and onboarding new staff, providing them with a resource to reference throughout the award. The checklists are not expected to be uploaded to GMAS or submitted to OSP. The checklists are also useful when transitioning portfolios, since they provide a summary of the monitoring that has already taken place.

4. Who do I go to if I have a question about the checklist?  
Relevant links to policy and guidance are included throughout the checklist. If there are specific questions about checklist activities, users should check with their local manager to understand the local procedures. If there are questions about University policy, guidance, and business process, the OSP Financial Analyst can provide additional support.

5. What about pre-award activities (i.e. disclosures, IP, etc.)?  
The primary focus of these checklists is on the post-award financial management of an award, including the closeout activities.


6. Why don't the checklists include a "critical time" to perform each activity?  
All activities on the "During Award" checklist should be performed monthly, unless noted with a different frequency. In addition, a "Higher Priority" column helps to identify activities that should never be skipped. Activities on the "During Closeout" checklist should be performed monthly, beginning 90-days prior to the end date of the award.

7. What is a DLLMU?  
The Department Local Level Managing Unit (DLLMU) is the terminology designated by the Operations and Policy Committee (OPC) when referring to departments, center, smaller schools, and local units within Harvard that are responsible for managing sponsored awards. The roles associated with the DLLMU can include, but are not limited to, grant managers, grant administrators, lab directors, finance managers, grants specialists, associate directors of finance and administration, etc.



# Notes from Demo: During Award

- Download and save a checklist for each project
  - Helpful reminders to review as part of monthly reconciliation and when preparing for meetings with PI
- Checklist activities arranged by topic
  - Includes links to related policies and guidance
- Checklist can be filtered and sorted
  - Identifies “higher priority” items with an asterisk\*
- Identifies the Primary and Secondary roles responsible for each activity
- Area for Notes to track each activity and Additional Comments

Award Management Checklist - During Award				
Harvard Fund Number: Sponsor Name: Principal Investigator: Award Number: Prime Award Number: DISCLAIMER This checklist outlines activities to manage "during the award" and should be performed on a MONTHLY basis unless a different frequency is noted. Higher priority activities are noted with an asterisk (*). If an account is approaching 90 days before its end date, please reference the "During Closeout" checklist. This checklist provides a general framework of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP. RESPONSIBILITY LEGEND ** DLLMU - Department of Level Managing Unit; OSP RF - Office for Sponsored Programs Research Finance; PI - Principal Investigator, Pre-Award - Central Pre-Award Office	Obligated Dates: Anticipated Dates: OSP Contact: Pre-Award Contact: Date:			
Topic	Checklist Activity <small>NOTE: higher priority activities are noted with an asterisk (*)</small>	Higher Priority	Primary (And Secondary) Responsibility	Tracking and Notes <small>(use these fields to record the completion of activities and any relevant notes throughout the award)</small>
Award Balance	Review award balances (overspent, underspent, projected spending rate through award end date).	*	DLLMU	
Award Balance	Review the HART Committed Funds (or PDashboard) report to check for open Purchase Orders. <a href="#">HART V&amp;L Committed Funds Report</a>	*	DLLMU	
Award Balance	Check in with PI and research team about progress, and remaining outstanding purchases.		DLLMU (PI)	
Award Balance	Remind PI and research team to submit any outstanding reimbursements for travel or other expenses.		(PI) (DLLMU)	
Award Balance	If applicable: Follow up on outstanding subcontract invoices throughout the subcontract period of performance. Obtain PI approval of invoices and ensure all subcontract transactions are posted in the GL using the appropriate object codes (8150-8153). <a href="#">OSP Website: Budget Expense Object Codes - Subcontract Object Codes</a>		DLLMU	
Award Balance	If applicable: Follow up with vendors/suppliers on all "outgoing" billing agreements on outstanding invoices throughout period of performance.		DLLMU	
Award Balance	If applicable: Consult with the PI to determine if a non-cost extension (NCE) is needed, particularly when account is underperforming.		PI (DLLMU)	
Personnel	Confirm personnel allocations with PI and update coding for salary (and tuition) as necessary.	*	PI (DLLMU)	
Personnel	If applicable: For any departing personnel, obtain manual effort certifications or fill out a proxy form.		PI (DLLMU)	
GL Adjustments	Remove any over-expenditures or unfavorable charges as soon as they are discovered.	*	DLLMU	
GL Adjustments	Review QMAS Transaction Monitoring to clear flagged transactions. <a href="#">Overview: QMAS Transaction Monitoring Dashboard</a>	*	DLLMU (OSP RF)	
GL Adjustments	Correct any Invalid Code Combinations (ICCs) within 30 days of posting. <a href="#">HART V&amp;L Invalid Code Combinations Report</a>	*	DLLMU (OSP RF)	
GL Adjustments	Review recurring charges and any changes to allocation methodologies. Ensure an allocation methodology is documented. NOTE: this activity should be monitored at least quarterly, but should be monitored any time a change is made to route allocations or the allocation methodology.		DLLMU	

# Notes from Demo: During Closeout

- Includes the same functionality as the “During Award” checklist
- Outlines specific actions to take during closeout

Award Management Checklist - During Closeout			
Topic	Checklist Activity	Primary (and Secondary) Responsibility	Tracking and Notes
<p>Harvard Fund Number: _____ Obligated Dates: _____</p> <p>Sponsor Name: _____ Anticipated Dates: _____</p> <p>Principal Investigator: _____ DSP Contact: _____</p> <p>Award Number: _____ Pre-Award Contact: _____</p> <p>Prime Award Number: _____ Date: _____</p> <p><b>DISCLAIMER</b> This checklist is specific to “closeout” and includes monthly activities that should be performed 90-days before the end date and throughout closeout. There is a separate checklist of activities to monitor “during the award.” This checklist provides a general framework of the responsibilities required to manage sponsored research awards and can be used to supplement any local procedures. It is NOT REQUIRED BY OSP.</p> <p><b>RESPONSIBILITY LEGEND ** DLLMU = Department/Local Level Managing Unit; OSP RF = Office for Sponsored Programs Research Finance; PI = Principal Investigator, Pre-Award = Central Pre-Award Office</b></p>			
Award Balance	Check in with PI and research team about progress, and remaining outstanding purchases.	DLLMU	
Award Balance	Remind PI and research team to submit any outstanding reimbursements for travel or other expenses.	PI(DLLMU)	
Award Balance	Review the HART Committed Funds report (or PI Dashboard) to check for open Purchase Orders. <a href="#">HART Web Committed Funds</a>	DLLMU	
Award Balance	If applicable: For underspent accounts, review and discuss award terms for carryforward restrictions with PI if a renewal is anticipated. Submit an NCE Request in GMAS and continue to review the status of any pending NCE requests until approved/processed.	DLLMU(PI)	
Award Balance	If applicable: Follow up on outstanding subcontract invoices throughout the subcontract period of performance, including a Final Invoice. Obtain PI approval. Ensure all subcontract transactions are posted in the GL using the appropriate object codes (8190-8192).  Please note: Any advance subcontract payments posted to 8193 must be reconciled by transferring them to the 8190-8192 range or removing any advance payments that were not spent, requesting a refund from the subawardee. <a href="#">DSP Website: Budget Expense Object Codes - Subcontract Object Codes</a>	DLLMU	
Award Balance	If applicable: Follow up with vendors/suppliers/consultants’ outgoing billing agreements on outstanding invoices throughout period of performance.	DLLMU	
Personnel	Review personnel allocations with PI and update the costing to move personnel after award end.	PI(DLLMU)	
Personnel	If applicable: For any departing personnel, obtain manual effort certifications or fill out a proxy form. <a href="#">Follow: Effort Reporting</a>	DLLMU	
Personnel	If applicable: Ensure that current tuition charges align with salary and that upcoming tuition charges will not be paid from the award.	DLLMU	
GL Adjustments	Review recurring charges and any changes to allocation methodologies. Ensure an allocation methodology is documented. NOTE: this activity does not have to be monitored monthly, but should be monitored any time a change is made to routine allocations or the allocation methodology. <a href="#">Guidance: Cost Allocation Methodology</a>	DLLMU	
GL Adjustments	Review GMAS Transaction Monitoring. All flagged transactions must be cleared prior to confirming the Compliance Checklist with DSP.	DLLMU(OSP RF)	
GL Adjustments	<a href="#">Overview: GMAS Transaction Monitoring Dashboard</a> If applicable: correct expense object codes in the general ledger if the cumulative balance is a		