Policy

All grants and contracts shall be closed out according to IHD, university, grant or contract requirements.

Procedures

1. Ten months prior to end of project, the Project Coordinator should meet with Business Manager to review remaining expenditures to assure funds are spent by end of grant period.
2. Project Coordinator needs to work with the Office Supervisor to determine what personnel notifications need to be made (60 day notice for classified staff; 90 for service professionals).
3. If the grant or contract involves clients, the Project Coordinator needs to plan and conduct required notice inform the family and clients regarding the project status.
4. Prior to the end of the project, the Project Coordinator will prepare documents for electronic storage and give to the Office Supervisor.
5. The Project Coordinator shall complete the project close-out checklist (copy attached).
Grant Close-Out Checklist

☐ Turn in all keys to Assistant Director
☐ Phone ready for reassignment
☐ Computer ready for reassignment
☐ All files boxed and marked with destruction date
☐ All inventory items reported/returned to Assistant Director
☐ Assure all final reports are submitted

Please provide the following information.

1. What are the major lessons learned from this grant?

2. What worked well with this grant?

3. What problems did you face in completing this grant? How were these problems resolved?