**FSR/Final Invoice Checklist**

***This checklist is designed to assist in the final FSR invoice process and does not have to be submitted with ARRT.***

**Checklist**

Submission deadlines:

* FSR’s must be completed and submitted to FGC 60 days after end date. (This is based on a 90 day reporting deadline that is typical for NIH Awards. This date may need to be adjusted based on sponsor guidelines.)
* Final Invoices must be completed and submitted to FGC 30 days after end date. (This is based on a 60 day reporting deadline that is typical for invoiced awards. This date may need to be adjusted based on sponsor guidelines.)

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| --- | --- | --- |
| **Award #:** | **Total Number of Projects:**  | **FSR/Final Invoice Due Date: \_\_\_\_\_** |

| **Step #** | **Description** | **√ If****Complete** | Notes |
| --- | --- | --- | --- |
| **1. Has a No Cost Extension (NCE) been requested by the PI?** |  |  |
| a. | If NCE has been granted, notify FGC. If not, continue with FSR/Final Invoice completion. completion. |  |  |
| **2. Review sponsor’s terms & conditions for financial reporting****requirements.** |  |  |
| a. | Reporting Period: Begin and End Date |  |  |
| b. | Determine the sponsor’s: |  |  |
| i. Reporting Format |  |  |
| ii. Due Date |  |  |
| iii. Submission Requirements (email, website, snail mail) |  |  |
| c. | Payment schedules and conditions |  |  |
| d. | Are any prior approvals required by the sponsor? |  |  |
| e. | Are there any restrictions? |  |  |
| i. Rebudgeting restrictions |  |  |
| ii. Expense restrictions (e.g., salary cap, travel, equipment) |  |  |
| f. | Allowable costs versus unallowable costs |  |  |
| g. | Indirect cost rate and exclusions |  |  |
| h. | Are there any subcontracts? (Note name and authorizedamount) |  |  |
| i. | Are there cost share requirements? |  |  |
| j. | Are there program income requirements? |  |  |
| k. | Are there interest income requirements? |  |  |
| l. | Disposition of unobligated balances (residuals, refunds,carryovers) |  |  |
| **3. Does the sponsor require additional supporting documentation or****special reporting requirements?** |  |  |
| a. | Does the sponsor format require labor details (per person, effort percentage, hours worked)? A copy of the labor distribution may be needed as part of the reporting. |  |  |
| b. | Is remapping of expense categories required by sponsor? |  |  |
| c. | Does the sponsor require cumulative reporting? |  |  |
| **4. Sponsor-Authorized Budget. Review all award documents on eNOA****system for entire award to determine amount authorized to date.** |  |  |
| a. | Calculate cumulative authorized amount from sponsordocuments. This = “A.” |  |  |
| b. | Calculate cumulative authorized amount from eNOA. This = “B.” |  |  |
| c. | If letter of credit (LOC) awards, confirm authorized amount frommost current PMS report. This = “C.”Note: All funding listed on the PMS report may be not available for use due to specific sponsor restrictions. |  |  |
| d. | Confirm that results from above are such that A = B = C.NOTE: If this is not the case, further investigation and reconciliation must be performed until A=B=C and this item can be checked as complete. |  |  |
| **5. Reconciliation of Cash Received** |  |  |
| a. | Navigate to Contract Manager (Grants > Awards > ContractManager) in Compass. |  |  |
| b. | Confirm total cash received.Note: If there are any discrepancies in cash, it may be due to cash received in the prior FAS system. |  |  |
| **6. Review previously reported financial statements.** |  |  |
| a. | Confirm that prior FSR total expenditures equal expenditures inCompass for the reporting period of the project/award.Note: If you cannot check this item off, then reconciliation must occur before current period can be reported. |  |  |
| b. | For Final Invoices, verify amount previously invoiced so that the current invoice expenditures are correct and matches the cumulative expenditures in Compass. |  |  |
| c.  | Review for carryforward and unobligated dispositions that mayaffect current reporting period. |  |  |
| **7. Subcontract payments** |  |  |
| a. | Review and reconcile subcontracts. |  |  |
| b. | Ensure all invoices have been received, reviewed, receipted andpaid for in the system for the reporting period. |  |  |
| **8. Petty Cash Reconciliation** |  |  |
| a. | Reconcile the Petty Cash for Participant Support |  |  |
| **9. Run the Award Reconciliation & Review Tool (ARRT)****NOTE: Justifications or adjustments should be documented. Journal Entries (JE) only require the JE number. RSTs require screen shot of approval workflow. CAS Exception should be attached.****NOTE: Form FFR 425 (Federal Financial Report) - Lines 10a, 10b, 10c are required fields for all Federal agencies except NIH grant awards.** |  |  |
| **10. Preparing FSR/Final Invoice package for submission approval. The FSR/Final Invoice package may vary depending on the specific sponsor, but will generally****include:** |  |  |
| a. | Completed FSR/Final Invoice based on sponsor requirements |  |  |
| b. | Any required supporting documentation |  |  |
| c. | Cost share, interest income, or program income if required bySponsor |  |  |
| d. | PI/Departmental required approvals |  |  |
| e. | If applicable, a carryover request is attached for submission tosponsor. |  |  |
| **11. Signatures** |  |  |
| **FSR/Final Invoice Preparer Signature** |  |
| **PI/RAS Director/Manager Approval***Approval of final numbers by the PI and RAS Director/Manager can take the form of an email or any other written approval. These approvals should be included in the final packet submission.* |
| **12. FSR Submissions** |  |  |
| a. | FSR/Final Invoice submitted to sponsor |  |  |
| **13. Remove Deficits** |  |  |
| **14. Process Residuals – transfers or refunds to sponsor** |  |  |
| **15. Ensure final reported expenditures = ledger** |  |  |