90 Day Checklist for Grants & Contracts – Non Clinical

1. Have you determined what your future expenditures will be?
   a. Do you have enough remaining funds to meet these expenditures?
   b. Have you considered the related charges of employee benefits and F&A costs?
   c. Have you considered recent charges not yet recorded on the management reports?
   d. If your project is in its terminal year, do you require a no-cost extension? If so, please contact Sponsored Projects at 801.581.4913 or 801.581.8949. Do you need a preliminary project setup for your new award? If so, please visit the Preliminary Project Approval page.
   e. If your award is from HHS, will there be a positive balance which is available for carryover? If so and the amount is over 25 percent of your current award, please mention the estimated balance in your continuation/renewal application form. If your award does not authorize carry over, please contact Sponsored Projects for instructions on applying for agency approval of carryover.

2. Have you reviewed all previous management reports for errors?
   a. Are the charges valid and supportable?
   b. Are any charges missing which should be reflected in the project?
   c. Any correction should be initiated on a Cost Transfer form as soon as possible. Cost transfers received in Grants & Contracts Accounting 30 days after the project end date will only be considered in rare instances due to financial reporting requirements.

3. Is the encumbrance summary correct?
   a. Have any encumbrances been paid but not canceled?
   b. Are there any outdated encumbrances?
   c. Do the encumbrances represent proper commitments to the account?
   d. If a purchase order encumbrance is incorrect please contact Purchasing at 801.581.7241.

4. Have you overspent or anticipate that you may overspend any restricted budget categories?
   a. Have you requested rebudgeting for any overages?

   COST TRANSFER REQUEST FORM

To insure timely processing of corrections to be made on a cost transfer request form please include the following information:
1. Chartfield string which originally received the charge.
2. Chartfield string to which charge should be transferred.
3. A brief, but concise, statement explaining how the error occurred and why the charge should be transferred.
4. The journal detail management reports showing the original charge.
5. Copies of supporting documents, such as campus order, invoice or voucher, travel reimbursement form, payroll sheets, payroll queries, etc.
6. Signature of the PI, chairman, and dean/director of the project receiving the charge.