PRE-TERM CHECKLIST

OGCA

1. Determine whether Real or Internal FSR, Final Billing
2. Determine due date, submit date, etc. If early in the month (e.g. 10th), will need to process in month prior
3. Determine the necessary form/format
4. Determine the necessary type of review, e.g. modular/non-expanded authority/fixed fee, etc.
5. If multi-year, previous award number. Review previous awards to assure that Compass cleared to FSR. Problems in previous years will need to be resolved before the finalization of a current FSR. This includes contract limit adjustments, FAC adjustments, etc.
6. Check that Compass reconciles to the Payment Management System (PMS)
7. Review award documents for specific restrictions in the award
8. Review for general restrictions that apply to specific types of awards: K salary caps, REU supplements, Minority Set Asides, etc.
9. Review for Rebudgeting authorities, problems
10. Review F or other stipend award salaries for compliance with stipend level requirements
11. Review Subcontractor invoices and payments and ensure that they are up-to-date. Send reminder notices to the subs and departments.
12. For sched pays, billings and fixed fees, review cash status, send follow-up to sponsor and/ or department as appropriate

Departments

1. Determine whether Real or Internal FSR, Final Billing (when the agency requests the final bill early)
2. If multi-year, previous award number. Review previous awards to assure that Compass cleared to FSR. Problems in previous years will need to be resolved before the finalization of a current FSR. This includes Journal entries and RSTs.
3. A-21 review. Review of unallowables like space, patient care, tuition/stipend, etc.
4. Review award documents for specific restrictions in the award
5. Review for general restrictions that apply to specific types of awards: K salary caps, REU supplements, Minority Set Asides, etc.
6. Review for Rebudgeting authorities, problems
7. Review PI (or other designated individual) preliminary salary history and effort cert for compliance with % effort
8. Note CAS exceptions. If the maximum has been exceeded will need a 2nd exception or costs will need to be removed
9. If not final close, advise if account number will need to change and if a PAN is needed