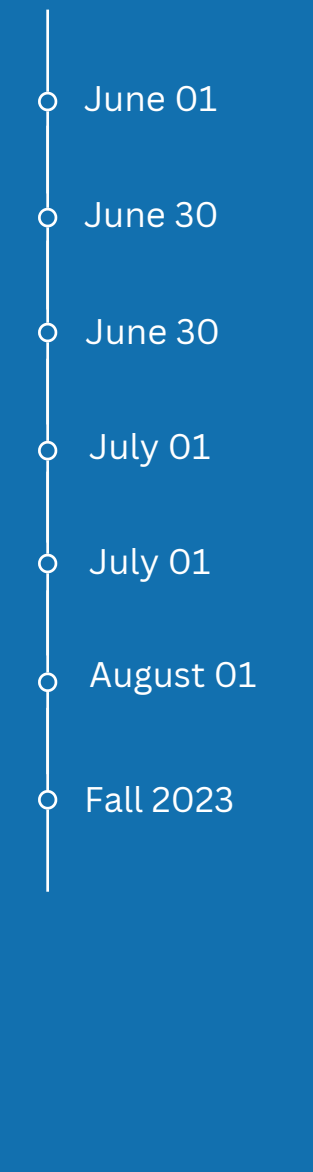


# Grant & Contract End Closeout Checklist



### SC initials

### USU verifying official

Senior Success

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GEAR UP Services Data Entry

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Close Personnel GU Position Contracts

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Data Storage Verification/Access

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Large-cost Purchases & Grant Supplies

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Final Invoice

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- USU Partnership Grant- End MM/DD/YYYY
- DoED Finalization and Reporting MM/DD
- USU SPO/SPA Sub- Award Closeout Certification

Closeout Complete

### Certifying Signatures:

\_\_\_\_\_  
GEAR UP Site Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Program Director

\_\_\_\_\_  
Date

