

Sponsored Research Office Award Reconciliation Checklist

(SRO-F- 012)

This checklist must be completed and signed regularly every 6 months of the project duration by Sponsored Research Office Staff.

Project No.		Lead PI Name	
Home Entity			
Charge Account		Reconciliation period	
Sponsor Name		HBKU Institute Type	

Questions	Yes	No	N/A
A) Revenue			
All payments have been received from the Sponsor			
All cost-share funding has been properly recorded			
All Co-fund’s payments are received			
B) Expenses			
All expenses have been incurred within the period of performance of the project			
All expenditures are consistent with the Prime Agreement and Sub Awardees contract			
Commencing the start date of the sub awardees contracts			
All payroll expenses have been verified and reflected the actual cost for individuals/hired on the award			
All expected expenses are posted in the GL report and correctly charged to the award			
C) Equipment			
Purchase Orders/ Blanket Purchase Agreement have been charged to the correct charge account			
D) Documentation/ Notification			
All hard/Soft copies of award documents are properly archived			

Please fill out the below tables with the Sponsor currency

Total Awarded Budget	Total Received Amount	Total Actual Spent	Actual Remaining Balance

Total HBKU Awarded Indirect Cost (IDC)	Total HBKU Received IDC Amount	Total HBKU Actual IDC	Total HBKU Recovery Cost

For any questions answered No, please list the concerns and their resolutions:

I attest that, to the best of my knowledge, the questions above have been carefully reviewed and addressed with corrective actions if necessary.

Sponsored Research office Staff	Signature	Date

Lead PI Name	Signature	Date