

Extension Foundation

EXCITE Activity 1 Final Report Checklists

These checklists are being provided to assist you with successfully closing out the final reporting requirements for your EXCITE subaward, i.e., both the final financial report and the final technical report. As a reminder, Activity 1 projects are expected to run for one year ending April 30, 2022, whereas Activity 2 projects should go two years with an expected end date of May 31, 2023. The steps outlined below apply when the actual project end is within 90 days of these respective dates. Note that in cases where a project is truly finished more than 90 days early, including the submission of both final reports, additional steps will be required to close the subaward early.

1. Final financial report (due 60 days after project end date):

- ✓ When you have expended 80% of your approved budget:
 - **Send** an email to alert the Financial contact (found in Attachment 3A of the approved subaward agreement) that you have reached the 80% expenditure threshold.
 - **Review** your expenditures: Ensure that all the costs are appropriate for the project and appear in the correct cost categories.
 - **Review** your budget variances:
 - Ensure that you have not exceeded, or will not based on projections, any category by more than 10%.
 - If you find that any budget categories must be changed by more than 10% to match projected expenditures, you will need to get approval for a revision in your budget from Extension Foundation, 1890 Foundation, or AIHEC as applicable.
 - The revision approval if required must be completed before you can submit a final finance report.
- ✓ When you have completed your Excite subaward objectives and all related costs are recorded:
 - **Request** your accounting/post-award office to submit a final financial report.
 - The same report template that is being used for your quarterly reports may be used for the final report.
 - Ensure that your latest approved budget appears in the final report, either the original or revised version as applicable.
 - The report should be clearly marked “FINAL” and certified (signed) by the PI or other authorized official.
- ✓ If there are unspent funds:
 - **Prepare** a check request for the amount of the unexpended funds to be returned.
 - **Include** in the request the financial contact and invoice address for your pass-through entity in Attachment 3A of the subaward agreement.
 - **Attach** a hard copy of the final financial report with the mailed check.

2. Final technical report (due 90 days after the project end date):

- ✓ Submit the final technical report at the A1 Reporting-Final Report link on the EXCITE website or here <https://registry.extension.org/212795291491059>
- ✓ Once you receive a confirmation email, your final technical report has been submitted.