**Enter WBSEs for a project in the table.**

1. **Is this an External Subrecipient WBSE?**
   - **Yes**
   - **No**

2. **Answer Question 1 for each WBSE and when the tasklist is created, selected sections which don’t need to be completed will be collapsed automatically.**

3. **Answer Question 2 for each WBSE and when the tasklist is created, selected sections which don’t need to be completed will be collapsed automatically.**

4. Select the ‘Create Tasklists’ button and tasklists will be generated for each WBSE entered on the page with some sections automatically collapsed based on your answers.

**Question 1: External Subrecipients**
- Always answer ‘No’ for parent
- Only answer ‘Yes’ for a WBSE dedicated to an external sub

**Question 2: Human Subjects/IRB**
- ‘N/A’ if no human subjects research for WBSE or if the WBSE is for an external sub (non-Duke IRB)
- ‘Exempt’
- ‘Campus IRB’
- ‘Non-Industry Clinical Research’
- ‘Industry Sponsored Clinical Research’
- ‘DCRI – Industry Sponsored Clinical…’

**Navigation**

Navigation buttons appear at the top of every sheet. The Tasklist Summary contains links to all tasklists and the PI Attestation Summary contains links to all PI attestations in the workbook. Each summary page also provides access to buttons for generating tasklists and/or PI Attestation forms.

**Enable Macros**

In order to provide an improved user experience, the Sponsored Project Closeout Tasklist and PI Attestation Workbook requires macros to be enabled in Microsoft Excel.

**Navigation**

Enter WBSEs on the Create Tasklists sheet to generate tasklists with selected sections automatically collapsed. Return to this sheet at any time to add additional tasklists to the workbook.

**Create Tasklists**

Create Tasklists | Tasklist Summary | Create PI Attestation | PI Attestation Summary

<table>
<thead>
<tr>
<th>Excel 2016, 2013, 2010</th>
<th>Enable Message Bar</th>
<th>Click File &gt; Options &gt; Trust Center &gt; Trust Center Settings &gt; Message Bar &gt; Show the Message Bar in all... &gt; OK &gt; OK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Turn On Macro Notifications</td>
<td>Click File &gt; Options &gt; Trust Center &gt; Trust Center Settings &gt; Macro Settings &gt; Disable all macros with notification &gt; OK &gt; OK</td>
</tr>
<tr>
<td>Excel 2016, 2011 (Mac)</td>
<td>Turn On Macro Notifications</td>
<td>Excel (Menu Drop-Down) &gt; Preferences &gt; Security &gt; Warn before opening a file that contains macros &gt; OK</td>
</tr>
<tr>
<td>Excel 2007</td>
<td>Enable Message Bar</td>
<td>Click the round MS Office button &gt; Excel Options &gt; Trust Center &gt; Trust Center Settings &gt; Message Bar &gt; Show the Message Bar in all... &gt; OK &gt; OK</td>
</tr>
<tr>
<td></td>
<td>Turn On Macro Notifications</td>
<td>Click the round MS Office button &gt; Excel Options &gt; Trust Center &gt; Trust Center Settings &gt; Macro Settings &gt; Disable all macros with notification &gt; OK &gt; OK</td>
</tr>
<tr>
<td>Excel 2003</td>
<td>Turn On Macro Notifications</td>
<td>Tools &gt; Options &gt; Security &gt; Macro Security &gt; Security Level &gt; Medium &gt; OK &gt; OK</td>
</tr>
</tbody>
</table>

**Enable Macros**

In order to provide an improved user experience, the Sponsored Project Closeout Tasklist and PI Attestation Workbook requires macros to be enabled in Microsoft Excel.

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Navigation buttons appear at the top of every sheet. The Tasklist Summary contains links to all tasklists and the PI Attestation Summary contains links to all PI attestations in the workbook. Each summary page also provides access to buttons for generating tasklists and/or PI Attestation forms.

**Create Tasklists**

Enter WBSEs on the Create Tasklists sheet to generate tasklists with selected sections automatically collapsed. Return to this sheet at any time to add additional tasklists to the workbook.

**Enable Macros**

In order to provide an improved user experience, the Sponsored Project Closeout Tasklist and PI Attestation Workbook requires macros to be enabled in Microsoft Excel.
### Closeout Tasklist

#### Tasklist Summary

All tasklists contained in the workbook are displayed on this sheet. It provides an overview of progress across all tasklists in the workbook as well as easy navigation.

1. **After tasklists have been created they will appear on the Tasklist Summary. Some sections may already be marked N/A based on answers to the questions on the Create Tasklists sheet.**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>203111</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>N/A</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>X</td>
<td>203222</td>
<td>Ext. Sub</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

A. **Delete:** Select the ‘X’ button beside a WBSE and the corresponding tasklist will be deleted from the workbook.

B. **WBSE:** Select a WBSE to display the corresponding tasklist.

C. **External Subrecipients:** When creating tasklists, if a WBSE was indicated as an external subrecipient it will be noted here.

D. **Description:** This column displays the description entered into the master data section of the tasklist.

E. **Status Bar:** These columns indicate the progress for each section on each tasklist. As questions are completed on a tasklist, the percentages will increase. Green highlighted sections indicate that a section is either 100% complete or N/A.

F. **PI Attestation Status:** This column is tied to the PI Attestation checkbox found above the approval sections near the bottom of the tasklist. When the box is checked on a tasklist, the corresponding cell in this column will be highlighted green.

G. **ZF114 Status:** This column is tied to the ZF114 radio buttons near the bottom of the tasklist. When one of the radio buttons is selected, the corresponding cell in this column will be highlighted green.

H. **Tasklist Last Updated:** This column displays the last time an edit was made to each tasklist in the workbook. When tasklists are first created, it will display the create date until additional edits are made.

I. **Tasklist Tab Labels:** Tab labels for each tasklist include the WBSE, the number of sections complete or N/A, and if the WBSE is for an external subrecipient, ‘ExtSub’ will display before the WBSE on the label (e.g. ‘ExtSub 2032222 (6 of 7)’ indicates that the tasklist is for an external subrecipient WBSE, the WBSE is 2032222, and 6 of 7 form sections are currently complete or N/A).

#### 2

When all 8 sections for a single tasklist are complete or N/A, the corresponding WBSE will be highlighted yellow.

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>203111</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>Inc.</td>
<td>Inc.</td>
<td>4/7/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>203222</td>
<td>Ext. Sub</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Inc.</td>
<td>Inc.</td>
<td>4/7/15</td>
<td></td>
</tr>
</tbody>
</table>

#### 3

When all 8 sections for a single tasklist are complete or N/A, the PI Attestation checkbox has been marked complete, and the ZF114 Status has been marked complete or blank on the tasklist, the corresponding WBSE will be highlighted green.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>203111</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>Comp.</td>
<td>Comp.</td>
<td>4/7/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>203222</td>
<td>Ext. Sub</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Comp.</td>
<td>Blank</td>
<td>4/7/15</td>
<td></td>
</tr>
</tbody>
</table>
Closeout Tasklist

Tasklist

Each tasklist is associated with a single WBSE and contains a header, eight action item sections, and approvals.

The top (header) of the tasklist provides overall information about the WBSE and the completion status of the tasklist.

1. **A. WBSE**
   - Description (optional): Exempt Test Project
   - PI Name: Smith, John
   - BFR: 6860123456
   - BFR Description: Business Unit

   **Human Subjects/IRB Information:** Exempt

   **SPS #:** 234134
   - CRU/Owning Org.: Exempt Test Project

   **B. Personnel**
   - Personnel: 0%
   - Equipment: 0%
   - Non Personnel: 0%
   - External Subrecipients: N/A
   - Training/Career: 0%
   - Human Subjects/IRB: 0%
   - Revenue: 0%
   - Programmatic: 0%

   **C. WBSE End Date:** 3/1/2015
   - Closeout Docs Due to OSP: 5/1/2015
   - Sponsor Due Date: 6/1/2015
   - EPM # (DCRI ONLY): N/A
   - PI Attestation Status: Incomplete

   **D. IRB Protocol # (s):**

2. When the PI Attestation is complete, ensure that the PI Attestation checkbox is checked. If there are transactions that are generated on the ZF114, indicate that the ZF114 will be included when the tasklist is submitted.

   **PI Attestation for this WBSE has been completed**
   - ZF114 for this WBSE has been completed
   - ZF114 blank upon execution, so not required

3. Near the bottom of the tasklist are the administrative attestation/approval sections: Grant Manager Final Attestation for departmental approvals and Industry Sponsored Clinical Research approvals (displays only if Section 6C is selected). Each individual may complete his/her attestation either by printing and physically signing the document or by electronically checking the eConfirmation box. Each individual must also include his/her name and the date of the attestation.

   **Grant Manager Final Attestation**
   - To the best of my knowledge, all expenditures for this WBSE are allowable, allocable, and reasonable per the Sponsor and Duke Guidelines. All expenditures have posted to the WBSE (with the exception of what is listed on the ZF114). This WBSE is ready for final reporting and Closeout.

<table>
<thead>
<tr>
<th>eConfirmation</th>
<th>Signature (Required)</th>
<th>Name (Required)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Manager</td>
<td>By clicking the eConfirmation box in lieu of a physical signature, as the Grant Manager, I affirm the above statement.</td>
<td>John Smith</td>
<td>04/09/2015</td>
</tr>
</tbody>
</table>

   Each individual atesting via eConfirmation must be copied on the tasklist submission email to OSP.
**PI Attestation**

Each WBSE must be listed on a signed PI Attestation prior to final submission of the tasklist. Multiple PI Attestation forms can be used to acquire PI signatures.

1. Click the ‘Create PI Attestation’ button on the Tasklist Summary or PI Attestation Summary to generate a new PI Attestation form.

2. The PI Attestation Summary sheet displays all PI Attestation forms included in the workbook. Click a link to view the corresponding PI Attestation form.

3. On the PI Attestation form, use the ‘Max Internal WBSEs’ and ‘Max External Sub WBSEs’ Drop Downs to adjust the number of lines available to enter WBSEs. Increase the numbers to enter more WBSEs.

4. Use the ‘Max Internal WBSEs’ and ‘Max External Sub WBSEs’ Drop Downs to hide an entire section (Internal or External Subs) by setting Max WBSEs to ‘0.’

- **Both Sections Displayed**
  - Max Internal WBSEs: 4
  - Max External Sub WBSEs: 4
  - 4 Internal WBSEs Displayed
  - 4 External Sub WBSEs Displayed

- **One Section Hidden**
  - Max Internal WBSEs: 0
  - Max External Sub WBSEs: 4
  - No Internal WBSEs Displayed
  - 4 External Sub WBSEs Displayed

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Rev. 1/13/2016