

**OFFICE OF SPONSORED RESEARCH AND PROGRAMS  
CONTRACT, SUBCONTRACT, GRANT, AND COOPERATIVE AGREEMENT  
P.I. CLOSEOUT/CHECKOUT INFORMATION SHEET**

Agency Name: \_\_\_\_\_  
Agency Award Number: \_\_\_\_\_  
Performance Period: \_\_\_\_\_  
Principal Investigator/Project Director: \_\_\_\_\_  
University Budget Unit Number: \_\_\_\_\_

**As applicable, please complete the items below and submit this form to the Office of Sponsored Research and Programs.**

1. Submit to the OSRP a copy of the final project/performance/technical report.

\_\_\_\_\_ Attached    \_\_\_\_\_ Not Applicable    \_\_\_\_\_ Other

2. Submit a final inventory of non-consumable property titled to the institution which was furnished or acquired under this award.

\_\_\_\_\_ Attached    \_\_\_\_\_ Not Applicable    \_\_\_\_\_ Other

3. Submit a final patent, copyright and/or royalty report.

\_\_\_\_\_ Attached    \_\_\_\_\_ Not Applicable    \_\_\_\_\_ Other

4. Confirm that all subcontracting/subrecipient requirements under the award provisions have been met.

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Other    \_\_\_\_\_ Not Applicable

5. Confirm that all Time/Effort reports and other reporting requirements under the award provisions have been met.

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Other    \_\_\_\_\_ Not Applicable

6. Confirm that all required documents have been submitted to Purchasing and/or Grants Accounting.

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Other    \_\_\_\_\_ Not Applicable

7. Confirm that all matching commitments have been met and reports submitted to Grants Accounting.

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Other    \_\_\_\_\_ Not Applicable

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*Revised 12/5/12*