

Termination/Closeout Checklist

The Offices of Sponsored Programs (OSP) and Grants Management (OGM) have developed a checklist in an effort to assist Principal Investigators (PIs) transition activities prior to termination of their funded awards. The checklist will be emailed to PIs and award team members 90, 60 and 30 days prior to the termination of their awards established in myResearch Grants or Agreements. PIs must contact their OSP or OGM representatives if any of the below administrative or financial actions apply:

Administrative

- Subcontracts: The PI must communicate with his/her subawardee(s) and obtain “final” invoices. *All invoices should be forwarded to OGM with PI approval. The FINAL must be marked accordingly to close out agreement.*
- Prepare Technical Report: The PI completes and submits technical reports. The sponsor usually indicates the format and deadline for these reports. Contact your Office of Sponsored Programs (OSP) Specialist for assistance.
- If applicable, the PI can request a no-cost extension from the sponsor through the Office of Sponsored Programs using myResearch Grants. Please be advised that no-cost extension deadlines can be sponsor specific therefore it’s important that you communicate the intent at least sixty (60) days prior to the termination date of the RF award.

Financial

- Close open encumbrances: Open encumbrances must be cleared upon termination of the RF award. For assistance, please contact the Procurement Office at 2-6010.
- Resolve pending recharges: The PI must contact Service and Facilities directly to request expediting of invoices related to the RF award.
- The Office of Grants Management prepares and submits all final financial reports, and all open obligations must be paid before final reports can be prepared.
- Resolve Deficits: The PI is responsible for initiating removal of over-expenditures. They must be removed before all final reports are submitted.

Intellectual Property

- The PI is responsible for disclosing any patent and intellectual property developments to the Office for Technology Licensing and Industry Relations (OTLIR) who completes and submits patent reports to the sponsor even if no patents or intellectual property were gained from the project.