

Sponsored Research Office Award Closeout Checklist

(SRO-J- 001)

This checklist must be completed by Sponsored Research Office staff, signed and handed over to the AROR no later than 3 months after Project End Date/ early closeout date.

Project No.	Lead PI Name	
Home Entity Name		
Sponsor Name	SRO Project Focal	
	Point Name	

Action	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 requirements are met, and payments are received			
B) Expenses			
All expenses have been incurred within the period of performance			
All expenditures are consistent with the Prime Agreement			
All Payroll's contracts in this award have been terminated / transferred or closed by default.			
All encumbrances, pending items, ongoing requests are closed			
All invoices and payment request from Sub Awardees are settled			
Final invoices have been received from each Sub Awardees			
All actual expenditures are reflected in the Sponsor System			
All unspent money / if any is returned to Sponsor			
C) Reports			
Sub Awardees Final Financial Reports are submitted			
Sub Awardees Final Technical Reports are submitted			
Final Financial Report is vetted and submitted to Sponsor			
Final Technical Report is vetted and submitted to Sponsor			
All IP information is submitted, recorded and Properly documented			
D) Equipment			
All Equipment/Fixed Assets are properly handled; transferred to other charge code or disposed off			
All Equipment are properly tagged as per the signed agreement			
Purchase Orders have been closed or changed			
E) Documentation/ Notification			
All Sub Awardees and participants have been notified that project has			
ended			
All hard/Soft copies of award documents are properly archived in the related repository.			
Award closeout letters are signed by HBKU and Sub Awardees			

Any Comments:		

I hereby certify the above information, to the best of my knowledge, is correct and in accordance with the terms of the Award

Name	Signature & Date
Sponsored Research Staff	
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Lead Principal Investigator	