



Project Management Closeout Checklist

Please complete the form and return to the Office of Research and Sponsored Programs within 30 days of receipt. If you have expenditures that still need to be processed, please contact the [Project Accountant](#). Your signature is required on page 2.

PI Name: _____ Department: _____

DU Grant #: _____ DU Fund #: _____

Title: _____

Sponsor: _____ End Date: _____

Project Administrator: _____

Project Accountant: _____

Closeout Checklist

Yes No N/A

1. Project Completed
2. All expenditures have been charged and are accurate.
If not, please explain in the comments section below.
3. Was there cost-share?
If yes, attach documentation for cost-share not previously reported to ORSP.
4. Final reports/deliverables submitted to the sponsor or ORSP for official signatures and transmittal to sponsor?
Date Report Submitted: _____
If not, was a continuation application submitted?
5. Disclosures of inventions submitted to the Office of Tech Transfer?
6. Work by subcontractors/consultants has been completed and final invoice paid?
7. List of equipment purchased and the anticipate use after project closeout activities and ownership title resolved.
8. Program income earned under this project?
9. All expenses advanced have been fully expended and balances returned?

Comments

PI Signature

Date