



**Office of Vice President for Research  
PRINCIPAL INVESTIGATOR SUBAWARD  
CLOSEOUT AUTHORIZATION FORM**

*Please complete this form in its entirety, including signature from the subawardee lead investigator.  
Additional guidance has been provided on page four for closeout best practices.*

Subawardee Investigator’s name: \_\_\_\_\_

Subaward Number: \_\_\_\_\_

Subaward/contract end date: \_\_\_\_\_

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**Financial Information:**

a. Are there any outstanding invoices which the George Washington University has not yet reimbursed to date?      No      Yes (If yes, please attach copies of outstanding invoices previously submitted but which reimbursement has not be received.)

b. Has the Final Invoice been submitted to the George Washington University?  
                                 No      Yes

(If no, what is the total amount to be billed to the George Washington University)

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**Equipment:**

a. Was any equipment provided by the federal government/sponsor?  
                                 No      Yes (If yes, complete the attached Inventory of Property form.)

b. Was any equipment (≥\$5000) purchased with federal or sponsor funds provided under this agreement?  
                                 No      Yes (If yes, complete the attached Inventory of Property form.)

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**Intellectual Property :**

Are there any inventions to be reported which resulted from work performed under this agreement?

                                 No      Yes (If yes, a complete invention disclosure must accompany this document. Invention reporting shall be in the same form as required by the sponsor.)

**Assignment of Refunds, Rebates, Credits and Other Amounts:**

By signing below, subawardee/subrecipient assigns, transfers, sets over and releases to the George Washington University all right, title, and interest to all refunds, rebates, credits and other amounts (including any interest thereon) arising out of the performance of this agreement, together with all rights of action accrued or which may hereafter accrue thereunder. Subawardee/subrecipient further agrees to cooperate fully with the George Washington University as to any claim or suit in connection with refunds, rebates, credits, or other amounts due (including any interest thereon) to execute any protest, paper, application or other papers in connection therewith.

Authorized Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**GUIDE FOR SUBRECIPIENT CLOSEOUT PROCEDURES**

<b>Subaward Closeout Timeline</b>	<b>Responsibility</b>	<b>Action</b>
90 days prior to subaward end date	PI	<ul style="list-style-type: none"> <li>• Confer with the subrecipient to determine whether work will be completed on time.</li> <li>• If not, request a no cost extension from prime. If a no cost extension is granted, PI may determine to pass it through to the sub-recipient</li> </ul>
	Department administrator	Send request to analyst for modification of subaward
60 days prior to subaward end date	PI and department administrator	Begin reviewing the subaward for closeout <ul style="list-style-type: none"> <li>• Request an invoice marked “Final” and remind the subrecipient when it will be due and what additional financial information is required at closeout (backup documentation, cost sharing reports, annual financial reports, refunds, rebates, credit forms, etc.)</li> <li>• Advise subrecipient on required reports specify reports due and due dates (technical reports, project deliverables, patent reports, property reports, etc.)</li> </ul>
30* days following subaward end	PI and department administrator	Ensure that all financial, technical and other reports and deliverables have been received
Within 60* days following subaward end	PI	<ul style="list-style-type: none"> <li>• Review of all reports to make sure they are acceptable</li> <li>• Resolve any issues with subrecipient closeout documentation</li> </ul>
	Department administrator	<ul style="list-style-type: none"> <li>• Assist PI in review and reconciliation of financial reports</li> <li>• Discuss with OVPR/analyst any questions related to the subrecipient closeout package</li> <li>• Follow up with subrecipient on any incomplete or missing reports and documentation</li> </ul>
Not later than 60* days following the subaward end	PI	Complete and sign subaward closeout checklist
	Department administrator	<ul style="list-style-type: none"> <li>• Prepare payment request for final reconciled invoice</li> <li>• Forward the final and complete subrecipient closeout package, including closeout checklist and payment request to OVPR/Subaward analyst (via remedy)</li> </ul>
Within 90* days of subaward end	OVPR/subaward Analyst	<ul style="list-style-type: none"> <li>• Review subrecipient closeout package</li> <li>• Review subrecipient final invoice and approve final payment</li> </ul>
	Department administrator	<ul style="list-style-type: none"> <li>• Follow up to ensure final payment was processed</li> <li>• Liquidate any remaining encumbrance balances</li> </ul>
Final payment and closeout is completed		
* Timeline should be adjusted for projects that have less than a 90 day closeout period.		