

**Tennessee Tech University • Office of Research
PROJECT CLOSEOUT FORM****1.** Title: _____**2.** Funding Agency: _____**3.** Grant Personnel:

Name	College	Dept.	Center

**NO-COST EXTENSION** (To be completed by the **Principal Investigator**)

Yes ☐ No ☐ N/A ☐ Is a *no-cost extension* needed (if so, the Request for Budget or Program Revision [form](#) must be completed, and the Office of Research will forward the request to the agency)?

Comments: _____

BUDGET (To be completed by the **Project Bookkeeper**)

- Yes ☐ No ☐ N/A ☐ Is a budget revision needed?
- Yes ☐ No ☐ N/A ☐ Have all purchase orders been issued prior to the above project end date?
- Yes ☐ No ☐ N/A ☐ Have all charges to project been received, invoiced and paid?
- Yes ☐ No ☐ N/A ☐ Have all equipment purchases been inventoried?
- Yes ☐ No ☐ N/A ☐ Have equipment reporting documents been prepared for sponsor?
- Yes ☐ No ☐ N/A ☐ Have all travel reimbursements been filed in a timely manner?
- Yes ☐ No ☐ N/A ☐ Have labor distribution forms been revised to stop faculty/staff pay on the project?

Comments: _____

COST SHARING/MATCHING (To be completed by the **Project Bookkeeper**)

- Yes ☐ No ☐ N/A ☐ Has required documentation to support cost-share amounts been completed?
- Yes ☐ No ☐ N/A ☐ Have copies of cost-sharing/matching documentation been sent to Grant Accounting?

Comments: _____

SUBRECIPIENT CLOSEOUT (To be completed by the **PI and Project Bookkeeper**)

- Yes ☐ No ☐ N/A ☐ Have all technical reports/deliverables been received from subrecipient?
- Yes ☐ No ☐ N/A ☐ Has final invoice from subrecipient been processed?
- Yes ☐ No ☐ N/A ☐ Has the [Subcontract Monitoring form](#) been forwarded to the Office of Research?

Comments: _____



FINAL REPORTING (To be completed by the **Principal Investigator**)

- Yes ☐ No ☐ N/A ☐ Have all final technical reports been completed?
- Yes ☐ No ☐ N/A ☐ Have you met with the project bookkeeper to verify expenditures for final financial reporting?
- Yes ☐ No ☐ N/A ☐ Were any inventions conceived during the course of this project? If so, please complete the TTU [Invention Disclosure form](#), and return it to the Office of Research, Box 5164.

REQUIRED

Has a copy of the final technical report been forwarded to the Office of Research?

- Yes ☐ No ☐ N/A ☐ If animals were used during the project, have all appropriate closeout protocols been completed?

Comments: _____

PROJECT DISPOSITION WHEN FACULTY MEMBER IS LEAVING TTU (Complete **ONLY** if faculty member is leaving TTU)

- Yes ☐ No ☐ N/A ☐ Have all final technical reports been completed?
- Yes ☐ No ☐ N/A ☐ If serving as co-PI, signature of PI required to verify all co-PI requirements have been met: _____
- Yes ☐ No ☐ N/A ☐ Will project be transferred to PI's new institution?
(Name of institution: _____)
- Yes ☐ No ☐ N/A ☐ Will the project be assigned to a PI at TTU? (Name of new PI: _____)
- Yes ☐ No ☐ N/A ☐ Will the project be assigned to a PI at TTU with the work subcontracted back to the prior PI at new institution? (Name of new PI: _____)
- Yes ☐ No ☐ N/A ☐ Will the project be transferred to the new institution but subcontracted back to TTU? (Name of institution: _____)
- Yes ☐ No ☐ N/A ☐ Is project completed and transfer not needed?
- Yes ☐ No ☐ N/A ☐ Has project been terminated?

Comments: _____

A signed copy of this project closeout form must be submitted to the Office of Research (Box 5164 or Derryberry Hall, Room 155). If you have any questions regarding this form, please call the Office of Research (extension 3938).

_____ Bookkeeper	_____ Date
_____ Principal Investigator	_____ Date
_____ Department Chair	_____ Date
_____ Center Director	_____ Date
_____ Dean	_____ Date
_____ Office of Research	_____ Date

Date forwarded to Grant Accounting: _____
(to be completed by Office of Research)