

## **Closeout Checklist**

All fields in red are required to be completed before returning the form to OSP. Thank you.

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Surplus - Funds remaining: \$ Select one option below to account for surplus:	
Carry balance to project's new activity string:  Must attach documentation of approval from sponsor.  By signing below, I certify attached final financial and company considers and wages charged to this project are approval.	Activity string #:  Carry balance to project's new activity string:  Must attach documentation of approval from sponsor.  Densation report has been reviewed. To the best of my appropriate in relation to work performed on this project. All nowledge, allowable, allocable, and reasonable. Based on many properties of the project.
PI signature Date	
By signing below, the Budget Manager or Dean acknowledg	ges this project is prepared to be closed.
Budget Manager or Dean Date	
Office of Sponsored Projects	Controller's Office
Destroy Date:	All sponsor funding has been received:
(7 years from project end date)	YES □ NO □
Comments:	
OSP Date	