



Sponsored Programs Finance Administration and Compliance

PI Closeout Certification

Records indicate the award listed below will be closing in the next 30 days. Closeout notifications were sent when the end date was within 90 and 60 days. Please use the checklist below to verify the necessary steps are taken to close the award.

Return this certification within 30 days after the project end date or by the deadline indicated by the SPFAC office.

Award Information

Grant:	
Fund:	
Project Title:	
Agency:	
PI Name:	
Award End Date:	
Total Approved Budget:	
Total Expenditures to Date: <i>(To be completed by PI)</i>	

Pending Financial Obligations

(Attach copies of source documents to justify pending expenses that have not processed in Banner.)

Expense Account Code	Amount	Payee

Use additional page if necessary.

By signing this closeout certification, the Principal Investigator certifies that:

- Other than the pending financial obligations listed above, no other costs will be charged to this fund.
- Expenditures have been reviewed for reasonableness, allowability, allocability, and consistency.
- PAFs have been generated for all personnel on award to either move to other funds or terminate.
- Subcontractors on this project have fulfilled their commitment and met all deliverables. *(if applicable)*
- All progress reports have been submitted to the sponsor. *(if applicable)*

If the final report has not been sent, what is the status and due date?

Principal Investigator

Date

RETURN THE COMPLETED FORM TO SPFAC