

CLOSEOUT MEMORANDUM TO THE FILE

FROM:

DATE: _____

SUBJECT: ADMINISTRATIVE CLOSEOUT OF FILE

RESEARCH ID: _____ **ACCOUNT(S):** _____

PI: _____

The above-referenced project is Administratively Closed.

☐ Deliverables submitted (Check contract & database)

☐ Intellectual Property ☐ Developed ☐ None Developed
PI: _____
IntellPro: _____

☐ Equipment (check budget position, property query, and contract)
Gov't/Agency Furnished: ☐ None ☐ Yes. See attached list.
Purchased: ☐ None ☐ Yes. See attached list.
Vesting: ☐ UCF – Transfer to Account Number: _____
☐ Agency – Returned/Tracking Number: _____
☐ Need to Request Vesting Rights
Disposition Instructions: _____

☐ Subcontract(s). How many need to be closed? _____
For each subcontract, determine the following:
○ Deliverables submitted: _____
○ Intellectual Property: _____
○ Equipment: _____
○ Final Audit Certification Submitted: _____
○ Final Invoice Submitted: _____
○ Other Closeout Reports, if required: _____

☐ Agency closeout documents required (see contract)
○ IP report submitted on: _____
○ Property Report submitted on: _____
○ Other: _____ Submitted on: _____

Administratively Closed on: _____ By (initial): _____