

APPENDIX R

PI Name		
Granting Agency		
Title of Award		
Award #		
Fund		
Award Amount		
Award Financial Requirements:	Type: <input type="checkbox"/> Cost Reimbursable <input type="checkbox"/> Fixed Price <input type="checkbox"/> Other	Period of Performance:

1. Please check below any reporting requirements due at the end of the award period:

- Final Technical Report/Narrative Date Due:
- Final Financial Report (Must be reviewed and signed off by Finance Office) Date Due:
- List of Deliverables Date Due:
- Report on Patents or other IP Date Due:
- Other: (Describe and include Date Due)

2. Do you plan to request a no-cost extension on this award?

Yes No

If yes, the PI should notify the Director of ORSP if s/he intends to request an extension from the funding agency. If the PI requests the extension directly, than s/he should send documentation of that request and the agency's response to the ORSP Director. If the ORSP Director makes the request, similar documentation should be copied to the PI. Please indicate below who will make the request:

3. Do you plan or have you already submitted a renewal proposal for this award?

Yes No

4. Did you purchase any equipment valued at \$5000 or more at time of purchase?

Yes No

If yes, please attach a report of the equipment in inventory and the depreciated value (contact the Finance Office for assistance in determining depreciation)

APPENDIX R

5. Does the value of your unused materials and supplies exceed \$5000?

Yes No

If yes, please attach a report of the inventory

6. Have you uploaded all grant documentation, including receipts, logs, and other expense documentation into the Google folder assigned for your grant?

Yes No

If no, please have all documentation uploaded by the end of closeout. Remember, all documentation in the study folder should stand alone. Could we complete a successful audit in your absence?

Please attach

Appendix A: Original Award Letter

Appendix B: General Ledger (contact Finance Office)

Appendix C: Equipment Report (as needed)

Appendix D: Materials & Supplies Inventory (as needed)

Please submit this completed form to orsp@acu.edu. At that time, please request a meeting with the ORSP Director and the Senior Accountant in Finance early in the close-out process to discuss what needs to be done when and by whom.
