Fixed Price Contracts Close-out Checklist

PI Name: ______________________  Department: _________  SP#: _________  Chartstring: _______________

☐ All project related expenses have posted to the project account.

☐ Project will not receive future extensions.

☐ All required sponsor reports and deliverables have been submitted.

☐ Final payment from the sponsor has been received.

☐ Faculty effort has been certified to match the level of commitment for all quarters.

☐ Faculty budgeted salary has been charged in full to the project account.

If not, explain:

Residual balance is:

☐ 20% or less of the original award. Amount: _________________________________

☐ Greater than 20% of the original award. Amount: ________________________________

Non-Sponsored Chartstring to receive residual balance: ______________________________

If greater than 20% please provide a brief explanation:

Preparer Name __________________________________ Research Administration Name ______________________________

Preparer Signature __________________________________ Research Administration Signature __________________________

*Submit close-out checklist to: Angie Kessell
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