



Subaward Closeout Request

Please complete and submit this form to initiate the subaward closeout process. Contact subawards-closeout@mit.edu with any questions.

Please Confirm the following:

- All required deliverables and reports have been received and found to be acceptable by the MIT Yes _____ No _____
- Final Invoice had been received Yes _____ No _____

Subrecipient Name

Requestor Name

MIT PI & DLCI

Subaward # & PO #. S _____ PO # _____

Account (WBS) #: _____

YES - Subaward is expected to end by the date noted above.

YES - De-obligate the remaining balance of _____ **(Please type in Dollar Amount).**

DLC: Responsible for obtaining the Final Technical Report and any deliverables from the Subawardee. DLC must certify that all information has been received prior to payment of the Final Invoice.

RAS: Responsible for obtaining the Final Invoice and other reporting requirements as per the original agreement such as the Final Patent Report and Final Property Report.

Please send all closeout documents to subawards-closeout@mit.edu.