

## Subaward Closeout Request

Please complete and submit this form to initiate the subaward closeout process. Contact [subawards-closeout@mit.edu](mailto:subawards-closeout@mit.edu) with any questions.

### Confirm the following:

- All required deliverables and reports have been received and found to be acceptable by the MIT \_\_\_\_\_
- Final Invoice had been received \_\_\_\_\_

### Subaward Information

Subrecipient Name \_\_\_\_\_

Requestor Name \_\_\_\_\_

MIT PI & DLCI \_\_\_\_\_

Subaward # S \_\_\_\_\_ PO# \_\_\_\_\_ Account (WBS) # \_\_\_\_\_

Subaward POP End Date \_\_\_\_\_

### Closeout Information

- ☐ Subaward is expected to end by the date noted above
- ☐ De-obligate the remaining balance of \$ \_\_\_\_\_

**DLCI:** Responsible for obtaining the Final Technical Report and any deliverables from the Subawardee. DLCI 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](mailto:subawards-closeout@mit.edu).