

## Subaward Closeout Request

Please complete and submit this form if you have a Subaward that is about to expire. Contact [osp-research-subawards-closeout@mit.edu](mailto:osp-research-subawards-closeout@mit.edu) with any questions. Additional information about the Subaward Closeout process is available on the [OSP website](#).

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Your Name: \_\_\_\_\_

Your DLC: \_\_\_\_\_

Subawardee: \_\_\_\_\_

Subaward Number (PO #): \_\_\_\_\_ Account (WBS) #: \_\_\_\_\_

Subaward Expiration Date: \_\_\_\_\_

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**YES** – The Subaward is expected to end by the date noted above.

**In order to close out this subaward, status on the following subawardee final invoice and reporting commitments is required.**

**YES / NO**

/      **Final technical report received?**

/      **Final invoice received?**

/      **Final patent report received?**

/      **Final Property report received?**

**PIs:** Are responsible for obtaining the final technical report and any deliverables from the Subawardee. You will need to certify that all information has been received prior to payment of the final invoice.

**OSP:** Is responsible for obtaining the final invoice, final patent report and final property report from the Subawardee.

Send all close-out documents to [osp-research-subawards-closeout@mit.edu](mailto:osp-research-subawards-closeout@mit.edu). Upon receipt of all required items above the subaward will be closed.