

MIT Research
Administration
Services

Subaward Closeout Request

Please complete and submit this form to initiate the subaward closeout process.

Contact osp-research-subawards-closeout@mit.edu with any questions. Additional information about the Subaward Closeout process is available on the RAS Website

Your Name:

Your DLC:

Subawardee:

Subaward Number (PO #):

Account (WBS) #:

Subaward Expiration Date: _____

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 osp-research-subawards-closeout@mit.edu.