

SUBAWARD CLOSEOUT CHECKLIST

Subrecipient reports and deliverables vary depending upon the terms and conditions of the subagreement. The following are typically required. Please review subagreements to determine if any or all of the following apply. For additional guidance on subawards, see <http://spo.berkeley.edu/procedures/subawards.html>.

Prime Recipient Principal Investigator: _____

Prime Award Number: _____

Subagreement Number: _____

Subrecipient Name: _____

Subrecipient Principal Investigator: _____

Start Date: _____

End Date: _____

Final Technical Report

Final Financial Report

Final Invoice or Final Statement of Costs (for advance payments)

Final Property Report

Final Report of Inventions

Other Reports/Deliverables specified in Subagreement. Please list below.

Final payment invoices should not be processed until all terms and conditions of the subagreement have been met.

Note: Please keep this form with your project records for audit purposes.
