

Fixed Price Agreement Closeout Form



Rochester Institute of Technology
Sponsored Programs Accounting
(USC) 87-2440
Phone: 585-475-2037
Fax: 585-475-4477

To be Completed by SPA

Principal Investigator:		Oracle Project Description:	
Project Number:			
Surplus Amount:		Budget Amount:	% Surplus/Budget:

To be Completed by PI

☐ I have read and understand the Pricing, Expensing, and Closeout of Fixed Price Contracts. <https://www.rit.edu/fa/controller/closeout-fixed-price-contracts>

Yes No NA

- ☐ ☐ ☐ All applicable PI salary was properly and fully charged to the award (must be greater than zero percent)
- ☐ ☐ ☐ All other applicable project-related expenses (salaries, travel, supplies, etc.) have been charged to the project or cost-sharing account (if applicable) and not to any other funding source.
- ☐ ☐ ☐ All interim and final deliverables have been submitted and accepted by the sponsor. *Keep documentation of each deliverable (including date sent and recipient) and evidence of sponsor approval in your files.*
- ☐ ☐ ☐ If the project involved one or more subawards, all subrecipient deliverables have been submitted and accepted by the RIT PI, the final invoice(s) received, and the subaward(s) closed.

Because there is a significant balance, please provide an explanation and obtain Department Head and Dean signatures:

Signatures

I, Principal Investigator, hereby certify that the above information is accurate, that I will retain or have retained documentation as described above, and that all costs have been properly charged to this award.

Principal Investigator:		Date:	
Department Head:		Date:	
Dean:		Date:	

Please forward form to Sponsored Programs Accounting, University Services Center (USC) suite 2440

SPA:		Date:	
OVPR:		Date:	