

# Fixed Price Agreement Closeout Form



## To be Completed by SPA

Principal Investigator:  Workday Award Description:

Award 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 Awards. <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 award 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 award 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*

SPA:  Date:

OVRP:  Date: