

Fixed Price Agreement Closeout Form



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 document. (Available at <http://finweb.rit.edu/controller/sponsored/docs/FixedPriceContracts.pdf>)

Yes	No	NA	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All applicable PI salary was properly and fully charged to the award (must be greater than zero percent)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All interim and final deliverables have been submitted and accepted by the sponsor. <i>Keep documentation of each deliverable (including date sent and recipient) and evidence of sponsor approval in your files.</i>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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:

OVRP: Date: