Principal Investigator’s (PIs) are responsible for overseeing the proper closeout of sponsored projects, including the timely submission of all required reports (including final technical reports). While central offices prepare and submit final administrative reports, including financial and property reports, they do so on the basis of documentation created in the department. PIs must assure that such documentation is adequate and readily available. In addition, PIs are responsible for ensuring that any necessary final financial adjustments and documentation (e.g., final invoices from vendors or subrecipients) are received promptly after the end of the award.

If an approval to close an award has not already been provided by the PI, the Office of Finance will prepare and submit financial reports based on the information reflected in the financial system as of two weeks prior to the due date for the final report. In addition, some financial reports may require the PI's signature.

**Responsibilities**

**Principal Investigator:**
- Review award terms and conditions for all closeout requirements.
- Draft final technical/progress report and submit to sponsor per sponsor requirements.
- Copy of final technical report to OSP Post Award for federally sponsored programs.
- Notify all subrecipients of requirement to submit final invoice, invention statement and technical report to CDU within sixty (60) days after end of award date.

**OSP:**
- Assist Principal Investigator with determining specific sponsor closeout requirements.
- Notify Principal Investigator of upcoming closeout, with subsequent reminders.
- Enter sponsor electronic systems to approve closeout documentation as Institutional Authorized Official, if required.
- Document received closeout reports within sponsored programs file for each federal award.
- Prior notification to Principal Investigator

**Finance**
- Prepares and submits the Financial Report to the Sponsor