

Fixed Price Contracts Close-out Checklist

PI Name: _____ Department: _____ SP#: _____ Chartstring: _____

- All project related expenses have posted to the project account.
- Project will not receive future extensions.
- All required sponsor reports and deliverables have been submitted.
- Final payment from the sponsor has been received.
- Faculty effort has been certified to match the level of commitment for all quarters.
- Faculty budgeted salary has been charged in full to the project account.

If not, explain:

Residual balance is:

- 20% or less of the original award. Amount: _____
- Greater than 20% of the original award. Amount: _____

Non-Sponsored Chartstring to receive residual balance: _____

If greater than 20% please provide a brief explanation:

Preparer Name

Research Administration Name

Preparer Signature

Research Administration Signature

*Submit close-out checklist to:

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