



Research Accounting

Grant Closeout Instructions

Enter Grant#

Business Area
Sponsor
Award#
PI

Is the project ready to close?

YES

NO

If NO, date Extension pending?

Comment:

Date Extension Request

Hold Close

End Date

Enter dates

By requesting this change, the business area accepts full responsibility for any expenses that may be disallowed as a result of this change. This document does not replace the need for sponsor approval. If the request is to change the end date, invoicing or drawdowns will cease until the modification is executed and processed by Research Accounting.

If YES, please complete the following:

Authorization to Close

Total final costs	\$	-
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If applicable, additional information & directions:

Reportable cost share	\$	-
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Provide instructions for the following situations:

Budget carry-forward	\$	-
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Directions:

Refund	\$	-
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Directions:

If NIH, Internal Order#

Unliquidated obligation	\$	-
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Directions:

Special directions

Save as a pdf file and email to Res-Acct@psu.edu

Subject line = "Closeout for Grant # _____"