



Subaward Closeout Checklist

UMD Principal Investigator Name: _____

Subrecipient: _____

Subaward Number: _____ KR Award ID: _____

as Modified by Amendments Numbered through _____

Period of Performance: _____ through _____

Prime Award End Date: _____

Action Items - Release of Final Payment	Received	Completed
Certification of Technical Report		
Certification of Final Invoice (Cost Review)		
Inventory of Property (Closeout Action Item Below) If Equipment was purchased, complete this step now.		
Invention Statement (if applicable)		

Signature (sign only upon completion of all actions above) Date

Action Items - Closeout	Requested	Received	Accepted
Report of Inventions and Subcontracts Per 37 CFR 401.14, proceed with closeout if Report of Inventions and Subcontracts (DD882) was not received within two months after end of subaward and negative report is not required.			
Inventory of Property If Property/Equipment was purchased, a property inventory report is required prior to release of final payment.			
Have all administrative reports/requirements been accepted?			

Signature (sign only upon completion of all required actions) Date

Please review, sign, date, and return to the attention of the University of Maryland Compliance Office at oraacompliance@umd.edu, (301-405-6280) within 10 business days.