Notice of Closed Grant/Project

Date: ______________

The following sponsored grant/project has been closed.

The period of performance has passed, all required financial and narrative reports have been submitted to the sponsor, and copies of the narrative reports have been received by the Office of Research and Sponsored Projects.

PI: __________________________ College: _____________ Department: __________

Budget Contact: ____________________________________________________________

Project Title: ________________________________________________________________

Sponsoring Agency: ____________________________________________________________

UWG Grant #: _____________ Sponsor Award #: ________________________________

Expenditure and Award Data

Performance Period – Begin: _____________________ End: ____________________

Award Amount – Direct Costs: _____________________ Indirect Costs: ______________

Total Expenditures – Direct Costs: _____________________ Indirect Costs: ______________

Comments: __________________________________________________________________

________________________________________________________________________________

Record Retention

Seven Year (USG-BOR Policy) Document Retention Ends: __________________________

Final Narrative or Progress Report should be retained permanently. (USG-BOR Policy)

If research involved Human Subjects, data should be retained as specified in IRB application.

Grant/Project is Closed: No Further Expenditures Will be Allowed

_________________________________________  _______________________
Office of Research & Sponsored Projects          Date

April 2016 (v.2)