

Manual Grant Closeout Checklist

Has the jurisdiction: _____ completed the following closeout documents?

1. Jurisdiction countersigned the grant award/amendments Yes
 No
 N/A
2. Submitted inventory report, if applicable Yes
 No
 N/A
3. Patents/royalties/invention submitted, if applicable Yes
 No
 N/A
4. Submitted all narrative and financial reports Yes
 No
 N/A
5. Submitted final narrative report Yes
 No
 N/A
6. Submitted final financial report, if applicable Yes
 No
 N/A
7. Final adjustments to award, if applicable Yes
 No
 N/A