



**OFFICE OF SPONSORED PROJECTS**  
**Subaward Closeout Certification Form**

*Please complete the certification, and submit a PI signed copy to your department's **OSP Grant and Contract Accountant** and **OSP Research Subcontracting Grant and Contract Administrator**. A list of department OSP contacts is available [here](#).*

*Upon receipt of the completed form, OSP will:*

- 1) Reconcile the Subaward child account;*
- 2) Close the Subaward in COEUS; and*
- 3) Close the Supplier Contract in Workday.*

Brown University Principal Investigator: \_\_\_\_\_

Subrecipient Organization: \_\_\_\_\_

Subaward Agreement #: \_\_\_\_\_ Supplier Contract #: \_\_\_\_\_

Brown Grant Worktag #: \_\_\_\_\_ Subaward End Date: \_\_\_\_\_

Subaward Unexpended Balance: \$ \_\_\_\_\_ Distribute Balance to Grant Worktag: \_\_\_\_\_

**Confirm each of the following:**

Brown University has received the Subrecipient's Final Technical Report and it is acceptable.

Brown University has received the Subrecipient's Final Financial Report and it is acceptable.

Brown University has received, reviewed, fully approved, and paid all invoices, including the Final invoice. *Please confirm that there are no receipts in "Draft" status before submitting this form.*

**If applicable to the Subaward:**

Subrecipient has fulfilled its Cost-Sharing commitment for a total of \$\_\_\_\_\_.

Brown University has received the Subrecipient's Final Property Report and a copy is attached.

Brown University has received the Subrecipient's Final Inventions Report and a copy is attached.

Other Reports/Deliverables have been submitted and are acceptable. Please identify the other reports in the Comments.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Principal Investigator Certification:**

*As the Principal Investigator for this award, I have evaluated the final results of the Subrecipient's project activities against the Scope of Work, and believe that I have received all required deliverables. By submitting this form, I confirm that the Subaward agreement, accounts, and Supplier Contract may be closed.*

\_\_\_\_\_  
 Signature of Principal Investigator

\_\_\_\_\_  
 Date