



This routing form has been updated on July 1, 2015. It supersedes ALL previous versions.

**Office of Research Administration and Advancement  
SPONSORED PROJECT CLOSEOUT AUTHORIZATION**

[www.umces.edu/research-discovery/oraa](http://www.umces.edu/research-discovery/oraa)

Please complete this form in its entirety, including signature by Principal Investigator (PI) and Lab Assistant Director (AD). Send completed form to the ORAA office at [oraa@umces.edu](mailto:oraa@umces.edu) by \_\_\_\_\_  
Contact Ginger Steelman at 410-221-2014 or [gsteelman@umces.edu](mailto:gsteelman@umces.edu) with any questions.

Principal Investigator	_____
Lab	_____
Lab AD	_____
Account Number	_____
Project End Date	_____
Project Title	_____

By signing below, both the PI and the Lab AD attests to the fact that:

- All expenses comply with all regulations that govern this sponsored project, including all federal, state, sponsor, USM and UMCES policies and have been incurred for the purposes and objectives set forth in the terms and conditions of the award;
- All expenditures  have  have not posted to the KFS financial system;
  - If there are expenditures that have not yet posted to KFS, please list the expenditures below, adding additional sheets as needed:

Date of Order/ Expense	Amount	Vendor	Reason for delay

Total final expenditures: \$ \_\_\_\_\_

*NOTE: Following the new guidance recently issued by the federal government, all agencies will be observing a firm 90 day closeout limit. This means that all financial activities – financial reports, funds draw-downs, invoices, etc. – must be complete and final within 90 calendar days of the sponsored project end date. In order for UMCES to meet this obligation, **all expenditures must be posted to the KFS financial system within 90 days of a project end date.** Failure to abide by that deadline puts future funding at risk, not only for the PI of record but for all UMCES faculty, and could result in the disallowance of expenditures by the sponsor. Deficits remaining after the final financial action will be transferred to a lab account.*

- All required deliverables and/or reports have been completed, including:
  - Final Technical / Progress report (Date submitted: \_\_\_\_\_);
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_

I hereby certify that the above information is true, complete, and accurate, and in accordance with the terms of the sponsored award document.

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lab Assistant Director

\_\_\_\_\_  
Date