Subaward Closeout Process

1

- Requesting department submits a Request for Closeout (ROC) form indicating all deliverables have been received and accepted, UA's PI has no intention of extending or increasing the subaward, confirms final invoice has been received, and provides a justification if requesting a liquidation of any balance over 15% of the subaward total.

2

- P&CS authorizes Accounts Payable to issue the final payment once the ROC is received from the department.

3

- P&CS sends a ROC to the Subrecipient which covers financial obligations, government equipment, and any intellectual property created under the Subaward.

4

- P&CS sends a copy of the completed ROC to the department, and P&CS officially closes the Subaward file.