

Date:

## Sub Award Closeout and Final Release

**Final invoices may not be paid until all of the items listed below are complete.**

Sub-Awardee name: \_\_\_\_\_ Sub-Awardee Reference #: \_\_\_\_\_  
WSU SBCT No.: SPC00 WSU Workday Award No.: \_\_\_\_\_  
Sub-award terms(ed) on: \_\_\_\_\_ Final Documents Due Date: \_\_\_\_\_

**Please review the list below, check all that apply, sign, date, and return this document to the email listed at the bottom of this notice.**

- Final Invoice amount is \$ \_\_\_\_\_ and it has been submitted on \_\_\_\_\_.
- The final invoice has been paid on \_\_\_\_\_ (if not paid include a copy marked final).
- Required Cost Share has been met and reported to WSU Sponsored Programs Services.
- All required sub-recipient audit reports have been submitted to WSU Sponsored Programs Services.
- Are there patents or inventions to report  Yes  No
  - If yes, please attach prime award required documentation including patent reference numbers.
- Technical Report have been completed and submitted to the WSU Principal Investigator on this date \_\_\_\_\_.
- Is there equipment to report. Either purchased or borrowed.  Yes  No
  - If so, please review the prime award for reporting requirements for equipment.
  - Equipment purchased: (please attach additional prime agencies equipment reporting sheet to this document and submit to WSU Sponsored Programs Services.
- Effective 10-1-2023 foreign sub-recipients are required to provide copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report to the prime recipient. See <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-133.html>

I hereby certify that the above information is correct and in accordance with the terms of the subcontract agreement and all prime award requirements have been met. The subcontracting agency will retain all research records in accordance with 2 CFR part 200.334 and understand that WSU reserves the right to request access to those records after the subaward closing period in accordance with 2 CFR 200.337 (Assess to records) in order to meeting compliance requirements. This includes, but is not limited to; single audits, financial statements, tax records, annual reports, as well as any requested supporting documentation related to expenses (goods, services, travel, labor, equipment) produced during the period of performance for that subaward.

Signature Authority Name: \_\_\_\_\_ Position: \_\_\_\_\_

Sub-awardee Sponsored Programs Signature Authority

Date

**Please return to: Sponsored Programs Services via email @ [sps@wsu.edu](mailto:sps@wsu.edu).**

240 French Administration Bldg, PO Box 641025, Pullman, WA 99164-1025, 509-335-2058