

**NMHU**  
**Closeout Checklist of Sponsored Projects**  
*(Check all applicable section below.)*

**Technical Reports**

✓	<b>My technical report includes:</b>
	1. Grant number
	2. PI's name
	3. Project title
	4. Performance period, including authorized extensions
	5. Significant results of the project
	6. Examples of progress
	7. Technical difficulties and solutions
	8. List of publications, including articles in progress
	9. Objectives and Deliverables or equivalent

**Financial Reports**

✓	<b>My financial report includes:</b>
	1. All project expenditures have been posted ( i.e., they appear on monthly expenditure statements)
	2. All project expenditure statements are certified
	3. All summary of expenditures are certified (for NIH awards)

**Invention Reports**

✓	<b>My invention report includes:</b>
	1. Name of the contractor and contract number
	2. Name of inventor(s)
	3. Title of invention(s)
	4. Patent or disclosure number