

**UNIVERSITY OF NEW ORLEANS OFFICE OF RESEARCH**

Principal Investigator Subaward  
Closeout Authorization Form

*Please complete this form in its entirety, including signature from the subawardee lead investigator. Additional guidance has been provided on page four for closeout best practices.*

Subawardee Investigator's Name: \_\_\_\_\_

Subawardee Institution Name: \_\_\_\_\_

Subaward Number: \_\_\_\_\_ Subaward/Contract End Date: \_\_\_\_\_

**FINANCIAL INFORMATION**

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1. Are there any outstanding invoices which the University of New Orleans has not yet reimbursed to date?

No  Yes (If yes, please attach copies of outstanding invoices previously submitted but for which reimbursement has not been received.)

2. Has the Final Invoice been submitted to the University of New Orleans?

No  Yes (If no, what is the total amount to be billed to the University of New Orleans?)

**EQUIPMENT**

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1. Was any equipment provided by the federal government/sponsor?

No  Yes (If yes, please attach an inventory of property form.)

2. Was any equipment (≥\$5,000) purchased with federal or sponsor funds provided under this agreement?

No  Yes (If yes, please attach an inventory of property form.)

**INTELLECTUAL PROPERTY**

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1. Are there any inventions to be reported which resulted from work performed under this agreement?

No  Yes (If yes, a complete invention disclosure must accompany this document. Invention reporting shall be in the same form as required by the sponsor.)

**ASSIGNMENT OF REFUNDS, REBATES, CREDITS, AND OTHER AMOUNTS:**

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By signing below, subawardee/subrecipient assigns, transfers, sets over and releases to the University of New Orleans all right, title, and interest to all refunds, rebates, credits and other amounts (including any interest thereon) arising out of the performance of this agreement, together with all rights of action accrued or which may hereafter accrue thereunder. Subawardee/subrecipient further agrees to cooperate fully with the University of New Orleans as to any claim or suit in connection with refunds, rebates, credits, or other amounts due (including any interest thereon) to execute any protest, paper, application or other papers in connection therewith.

Authorized Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_