

Closeout Reminders

Nan Capelle, Close-Out Assistant, x7008
Sponsored Projects, Office of Research

1. Please do whatever you can to assist PIs in submitting their final technical and patent reports on time. Late reporting has consequences for the PI and the university. Funding agencies are becoming increasingly willing to withhold funding from a PI and/or an entire institution if reports are overdue.
2. Please refer to the award document(s) and synopsis to determine reporting requirements.
3. Please tell us (and ask your PIs to tell us) whenever a final technical or patent report is submitted to the funding sponsor, by:
 - a) Sending an email to closeout@research.ucsb.edu giving the date and manner of submission and attaching a copy of the first few pages of the report; or
 - b) Delivering a copy of the report to Sponsored Projects with a green sheet. Please address the green sheet to me and include the submission information on it. It can even be handwritten!
 - c) A third alternative is to copy us on the submission.
 - d) A fourth alternative is to provide us with a copy of correspondence from the sponsor confirming receipt of the report.
4. Final patent reports requiring a signature by our office should be sent over to me with a green sheet. I will obtain the Sponsored Projects Officer's signature and submit the completed report.
5. Final patent reports are generally required even when they are negative.
6. Some funding agencies have their own forms for final patent reports. If you have questions about which form to use or how to fill it out, please contact me at capelle@research.ucsb.edu or x7008.
7. Our responsibility on behalf of the university is to verify that all reporting requirements have been met before we close the file. We've established a queue to assist you in tracking reports that are overdue, and we send reminder notices from ORBiT to you and the PI when reports appear to be due or overdue.