

# MICHIGAN STATE UNIVERSITY

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## MEMORANDUM

**TO:**

**FROM:**

**SUBJECT:** Close Out Procedures for account \_\_\_\_\_ titled \_\_\_\_\_

According to our records, the account listed above expired on \_\_\_\_\_. The following questions need to be answered in order for CGA to complete the necessary final reports and close the project.

1. Were there any patent or invention disclosures associated with the project? If yes, CGA will work with MSU Technologies to complete the necessary paperwork.

YES NO

2. If this project included sub-awards/subcontractors, did they have any associated patent or invention disclosures associated with this project?

YES NO Not Applicable

3. Have all final reports or other required deliverables been submitted to the funding organization?

YES NO None Required

If required, what was the date the final technical report or other required deliverable(s) were submitted to the funding organization? (If the report/deliverables have not yet been submitted, what date do you anticipate submitting them?) **Please send our office a copy of your final report, as well as copy of the letter of transmittal, if available.**

4. Was any program income generated as a direct result of this project? Most agencies require that program income is reported on the final financial report. The federal definition of program income is:

**Program Income** means gross income earned by the non-Federal Entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds.

YES NO

If yes, please provide documentation to our office as soon as possible.

5. Was there any government-owned equipment provided to you for use on this project?

YES NO

By submitting this memo, I certify that all costs charged on the project account were reasonable, allowable, and properly allocated to this project and that the costs were incurred in accordance with the award terms and conditions.

Please click on the button below to e-mail your responses to CGA.