

PAPERWORK REQUIRED FOR NIH GRANT CLOSEOUTS

From http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPS_Part8.htm#_Toc54600151

NIH will close out a grant as soon as possible after expiration if the grant will not be extended or after termination as provided in 45 CFR 74.71 through 74.73 and in 45 CFR 92.50. Closeout includes ensuring timely submission of all required reports and adjustments for amounts due the grantee or NIH. Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability. Following closeout, the grantee remains obligated to return funds due as a result of later refunds, corrections, or other transactions, and the Federal government may recover amounts based on the results of an audit covering any part of the period of grant support.

Final Reports

Unless the GMO grants an extension, grantees must submit

- 1) Final FSR
- 2) Final Progress Report, and
- 3) Final Invention Statement and Certification

all within 90 days of the end of grant support. **Failure to submit timely and accurate final reports may affect future funding to the organization or awards with the same PI.**

1) Financial Status Report (OMB269) must be submitted within 90 days of the expiration date. At UVA, OSP prepares this document and School of Medicine Grants & Contracts sends a copy to the PI for submission with the other documents.

2) Final Progress Report An original and one copy of this report should be submitted to the GMO. A final progress report is required for any grant that is terminated and any award that will not be extended through award of a new competitive segment. The final progress report should include a summary of progress toward the achievement of the originally stated aims, a list of significant results (positive or negative), and a list of publications. The final progress report also should address the following:

- Report on the inclusion of gender and minority study subjects (using the gender and minority inclusion table as provided in the [PHS 2590](#))
- Where appropriate, indicate whether children were involved in the study or how the study was relevant for conditions affecting children (see "[Public Policy Requirements and Objectives—Requirements for Inclusiveness in Research Design—Inclusion of Children as Subjects in Clinical Research](#)" and the [PHS 398](#))
- Describe any data, research materials (such as cell lines, DNA probes, animal models), protocols, software, or other information resulting from the research that is available to be shared with other investigators and how it may be accessed.

3) Final Invention Statement and Certification

The grantee must submit a Final Invention Statement and Certification (**HHS 568**), whether or not the funded project results in any subject inventions. The HHS 568 must list all inventions that were conceived or first actually reduced to practice during the course of work under the project, and it must be signed by the PI and an AOO. The completed form should cover the period from the original effective date of support through the date of expiration or termination or the award, and it should be submitted to the NIH awarding office. If there were no inventions, the form should indicate "None." Copies of the HHS 568 form are available on the iEdison website at <https://s-edison.info.nih.gov/iEdison/>.

Failure to submit timely final reports may affect future funding to the organization.