



GRANT AND CONTRACT CLOSEOUT REQUEST FORM

Current Date _____

PeopleSoft Project Number _____

Project Description _____

Project Sponsor _____

Grant/Contract Begin Date _____

Grant/Contract End Date _____

Date of Last Transaction _____

Total Revenues Inception to Date _____

Total Expenses Inception to Date _____

Project Balance _____

Justification for closing project

Business Manager _____ Date _____
Department Head _____ Date

Assoc/Asst Dean for Fiscal Affairs _____ Date _____
Acct Svcs/Spon Proj _____ Date

Dir., Office of Research Services _____ Date _____
Exec Dir of Acct Svcs _____ Date