



Texas Wesleyan  
UNIVERSITY

## Closeout Checklist

Please complete the form and return to the Sponsored Programs and Foundation Relations within 30 days of receipt. If you have expenditures that still need to be processed, please contact Shawn Farrell at [sfarrell@txwes.edu](mailto:sfarrell@txwes.edu) or 817-531-4830. Your signature is required.

**PI Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**GL #:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

1. Project Completed.  Yes  No  N/A

2. All expenditures have been charged and are accurate.  Yes  No  N/A  
*If not, please explain in the comments section below.*

3. Was there cost-share?  Yes  No  N/A  
*If yes, attach documentation for cost-share not previously reported to SPFR.*

4. Final reports/deliverables submitted to the sponsor or SPFR for official signatures and transmittal to sponsor?  Yes  No  N/A

Date Report Submitted: \_\_\_\_\_  
*If not, was a continuation application submitted?*

6. Work by subcontractors/consultants has been completed and final invoice paid?  
 Yes  No  N/A

7. List of equipment purchased and the anticipate use after project closeout activities and ownership title resolved.  Yes  No  N/A

9. All expenses advanced have been fully expended and balances returned?  
 Yes  No  N/A

\_\_\_\_\_  
PI Signature Date