

INDEX NO: _____

PRINCIPAL INVESTIGATOR: _____

ENDING DATE: _____

Done

- 1. EXTENSION / RENEWAL IN PROCESS?
- 2. TELECOMMUNICATIONS NOTIFIED TO STOP ALL CHARGES ON INDEX?
- 3. All INVOICES ENTERED IN BANNER FIS AND SUBMITTED TO ACCOUNTS PAYABLE?
- 4. PAYROLL REDISTRIBUTION SUBMITTED?
- 5. OPEN LABOR DISTRIBUTION DEFAULTS TERMINATED?
- 6. INDEX REVIEWED FOR ANY NEEDED CORRECTIONS?
- 7. OPEN ENCUMBRANCES CANCELED?
- 8. REQUIRED OSU COST SHARE MET?
- 9. DOCUMENTATION PROVIDED FOR NON-OSU COST SHARING?
- 10. TECHNICAL OR FINAL REPORT TO AGENCY (PI SUBMITTED)?
- 11. TECHNICAL REPORT FROM SUBCONTRACTOR (PI RECEIVED)?
- 12. FINAL INVOICE FROM SUBCONTRACTOR RECEIVED AND PROCESSED?
- 13. TECH REPORT/PATENT EMAIL ANSWERED BY PI?
- 14. EQUIPMENT VERIFIED?

NOTES: