Subrecipient Close-Out Form
THE UNIVERSITY OF TEXAS AT AUSTIN

Subagreement No.: UTA# - Prime Award No.: ____________________________
Name of Subrecipient: _____________________________________________

Please complete **ALL** of the following sections and return to:

Subrecipient Monitor
Office of Sponsored Projects, Sponsored Projects Award Administration
SPAA@austin.utexas.edu

SECTION I. FINANCIAL INFORMATION

Total amount received under this subagreement to date $_______________.

Are there any outstanding invoices which UT Austin has not reimbursed yet?

☐ Yes*. Please place an X by those that apply.

___ Please see the attached copies of invoices previously submitted and totaling $ ________________, but which have not yet been reimbursed; AND/OR,

___ Invoices totaling $ ________________ have not yet been submitted to UT Austin yet; or,

☐ No. By selecting “No”, you are confirming UT Austin has paid you/your institution for all invoices submitted for expenses and/or claims against this subagreement. Any invoices submitted after this box is checked and this form is signed and returned to UT Austin, will not be honored.

* Invoices returned with this form are used for informational purposes; originals must be submitted in accordance with the subagreement. Reimbursement or payment of expenses is in all cases subject to the terms of the subagreement, including submission of an invoice marked “Final”.

SECTION II. PATENTS

Are there any inventions to be reported which resulted from work performed under this subagreement?

☐ No. ☐ Yes. Please complete the following (attach additional pages as necessary):

Name of Inventor: _____________________________________________

Name / Description of Invention(s): ________________________________

** A COMPLETE INVENTION DISCLOSURE MUST ACCOMPANY THIS DOCUMENT FOR ANY INVENTIONS NOT PREVIOUSLY DISCLOSED TO UT AUSTIN, WHICH RESULTED FROM WORK PERFORMED UNDER THIS SUBAGREEMENT. INVENTION REPORTING SHALL BE IN THE SAME FORM AS REQUIRED BY THE PRIME AWARD.

SECTION III. FEDERAL GOVERNMENT/SPONSOR PROVIDED OR FUNDED EQUIPMENT ACQUISITION

Was any equipment provided by the Federal Government/Sponsor, or was any equipment purchased with Federal or Sponsor funds provided under this subagreement?

☐ No. ☐ Yes, where all equipment either provided, or purchased with funds, under this subagreement has been delivered to the U.S. Government or Sponsor through UT or is it awaiting disposition instructions. (Please reference FAR 52.245-1 or other terms and conditions of the subagreement.)

Authorized Official’s Signature: _____________________________ Date: ____________
Printed Name: _____________________________ Title: _____________________________
Email: _____________________________ Phone: _____________________________