

**COLLEGE OF MEDICINE
CLOSE OUT RESPONSIBILITIES**

CLOSE OUT		<i>Principal Investigator</i>	<i>Operations & Finance</i>	<i>Department</i>	<i>Dean's Office</i>	<i>Sponsored Research Serv</i>
1	Reconcile/Confirm Final Numbers		x			
2	Provide Audit Documents		x			
3	Prepare Final Progress Report	x				
4	Upload Final Progress Report into Commons	x				
5	Upload Final Inventions	x				
6	Notify COM Office of Finance and Administration that progress report is complete		x			
7	Notify SPA that progress report and invention statement are complete		x			
8	Confirm invention statement					x
9	Submit Final Progress Report and Inventions					x