

PI CERTIFICATION & CLOSE-OUT PROCEDURES  
FOR FIXED PRICE AGREEMENTS

This form must be signed by the Principal Investigator and returned to Post-Award Services

PI Certification:

KUCR Project # \_\_\_\_\_

Sponsor/Agency: \_\_\_\_\_

I certify that all project objectives have been successfully completed, in accordance with the award document.

I certify that all direct costs have been charged appropriately to the project.

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

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To be completed by Post Award Services upon receipt of certification of completion by PI:

Total Award Amount: \$\_\_\_\_\_

Total Revenue Received: \$\_\_\_\_\_

F&A Balance: \$\_\_\_\_\_

Total Direct Expenditures: \$\_\_\_\_\_

Budgeted Direct Costs: \$\_\_\_\_\_

Direct Costs Remaining: \$\_\_\_\_\_

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- 1) Post Award Service in the Office of Research will, based on the original project budget, assess any remaining F&A amounts and distribute them per the allocation established at the time the award was set up. If there are deficiencies due to overspending on original project budget resources, the budget will be adjusted prior to the F&A being assessed during the close out process.
  
  - 2) The remaining direct costs will then be distributed to the PI's Research Account.