Close-out Instructions for Conference Support Grants

These instructions do not supersede terms or conditions specified in your grant, but help you more easily complete grant close-out actions. In general, we require two items from conference organizers to conclude a conference support grant: (1) Proceedings, and (2) SF425 Federal Financial Report. Please reference your grant for specific deliverables and due dates.

1. PROCEEDINGS. If formal proceedings (conference papers or presentations) are produced, please send a copy once available to your Program Officer (electronic version preferred, but not required). Papers will be publicly accessible through DTIC (www.dtic.mil) unless restrictions are requested. Presentations will remain within U.S. Government channels unless permission is given by the presenter to share on a case-by-case basis. Many events do not produce formal proceedings available for distribution. If this is the case, please submit a signed letter stating that no proceedings are available for the event, but please reference any special journal issues which may be planned based on conference presentations.

2. SF425 FEDERAL FINANCIAL REPORT. This form documents the receipt and expenditure of US federal funds for your event. The final SF425 should be submitted **after** all payments have been received and expenditures using AFOSR funds have been completed. Please complete the required blocks using guidance below. This form is typically prepared or signed by an administrator who is authorized to report financials on the organizer's behalf.

   Block 1: Enter "European Office of Aerospace Research and Development (EOARD)"
   Block 2: Enter grant number (such as FA8655-xx-x-xxxx or FA9550-xx-x-xxxx)
   Block 3: Enter institution's name/address (as used in Block 6 of the grant)
   Block 6: Select "Final"
   Block 7: Select "Cash"
   Block 8: Enter the starting and ending dates for your grant's period of performance (as in Block 8 of the grant award)
   Block 9: Enter the ending date for your grant's period of performance (as in Block 8 of the grant award)
   Block 10a: Enter total payments received in US dollars (e.g., "$30,000.00")
   Block 10b: Enter how much of the received funds were spent
   Block 10c: Enter how much of the received funds went unspent (if none, enter $0)
   Block 10d: Enter all US federal funds received in US dollars (e.g., "$30,000.00")
   Block 10e: Enter how much of the received funds were spent
   Block 10f: Enter how much of the received funds went unspent (if none, enter $0.00)
   Block 10g: Enter the total amount of US federal funds
   Block 10h: Enter how much was not spent (if none, enter $0.00)
   Block 11f: Enter the amount that went towards indirect costs (i.e., overhead)
   Block 13: Enter name, contact details, date, and signature of authorizing official

Please submit these deliverables directly to your Program Officer by email, if possible (.pdf format is preferred; if files are greater than 10 MB total, please coordinate delivery by alternate means). If necessary to send by CD or hardcopy by post, please send to:

From Europe and abroad: EOARD
                            ATTN: <Your Program Officer>
                            86 Blenheim Crescent
                            Ruislip, Middlesex, HA4 7HB, United Kingdom

From the United States: EOARD
                            ATTN: <Your Program Officer>
                            Unit 4515
                            APO, AE 09421-4515