

Research Grant Close-out Instructions

These instructions do not supersede any terms or conditions specified in your grant, but are intended to help you more easily complete grant close-out actions. In general, EOARD requires three items from grantees to conclude a research effort: (1) Final Technical Report, (2) DD882 Report of Inventions, and (3) SF425 Federal Financial Report. Please reference your grant documents for specific deliverables due, as there may be exceptions. These reports are generally due at the conclusion of the grant period of performance.

NOTE: If you require a no-cost extension to your grant, you must notify your Program Officer at least 45 days before the end of the grant period. Requests for extensions are not guaranteed, and late requests will typically not be approved.

1. **FINAL TECHNICAL REPORT.** The final technical report should provide a comprehensive summary of the research effort. Please include an abstract (< 2000 characters) summarizing the objective, approach, and results. Report format is generally left to your judgment (ANSI Z39.18 may be a useful template, but not required). Pre-prints of resulting publications (acknowledging support of AFOSR and EOARD/AOARD/SOARD) are also welcome, and may be referenced in the report.
2. **DD882 REPORT OF INVENTIONS.** This form documents the development of any intellectual property during the effort. The instructions below help in filling out the required portions of the form. There are also instructions page included in the form.

Get the form at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0882.pdf>

Block 1a/b: Enter name and address of institution

Block 1c/d: Enter grant number (FA8655- or FA9550-...) and award date (see block 2 of your grant)

Block 3: Select "Final"

Block 5: Enter details for any subject inventions (see instructions page on the form)

**** If no inventions resulted from AFOSR-funded research, state "NONE" in Block 5a***

Block 7: Enter name/title/date and sign (typically signed by PI if no inventions to report)

3. **SF425 FEDERAL FINANCIAL REPORT.** This form (attached) documents the receipt and expenditure of US federal funds for your research. The final SF425 should be submitted **after** all payments have been received by your institution and research expenditures have been completed. This form is typically prepared or signed by an administrator within your department, research office, or business office, who is authorized to report financials on the institution's behalf.

NOTE: If your grant requires submission of the final technical report or other deliverable before final payment, please wait until after the final payment is received before sending the SF425. Also, if you believe any payments have not been completed as scheduled, please contact your Program Officer before submitting the form.

Block 1: Enter "EOARD"

Block 2: Enter grant number (such as FA8655-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 date for your grant's period of performance
Block 9: Enter the ending date for your grant's period of performance
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 \$0.00)
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 associated EOARD Program Officer by email, if possible (.pdf format is preferred; if files are greater than 10 MB total, please coordinate delivery to your Program Officer by alternate means). Please contact your Program Officer or an AFOSR Contracting Officer for any other questions or issues related to closing your grant.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages		
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)				
10. Transactions				Cumulative			
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:				
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
					d. Email address		
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
					14. Agency use only:		

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.