NIH REQUIRED CLOSEOUT REPORTS  
*Created August 24, 2012*

NIH requires the submission of 3 reports for the closeout of each contract or grant award:

2) Final Invention Statement and Certification – (HHS 568)
3) Final Progress Report

All 3 reports are due no later than 90 days after final expiration date of the contract or grant!

**FINAL FEDERAL FINANCIAL REPORT (FFR)** – (Previously known as the FSR)
The final FFR is submitted by EFM via the NIH Commons. It is the responsibility of the departmental fund manager (FM) to submit a Smart Close-out Packet (COP) to EFM within 60 days after the final expiration date. This provides EFM 30 days to review the COP, follow-up with the FM, and submit the FFR on time. Refer to the DOM FM Manual chapter on Close Outs for additional information.

**FINAL INVENTION STATEMENT AND CERTIFICATION**
Steps to submitting the Final Invention Statement and Certification via the NIH Commons:

1) Via the NIH Commons, the PI indicates if any inventions were conceived and/or first actually reduced to practice during the course of the contract or grant work.
   a. If yes, the PI provides name of the inventor, title of the invention, and date reported to DHHS.
   b. If no, the PI so indicates.
2) The PI saves this information in the Commons, but does NOT have the authority to submit.
3) The FM emails the OCGA Analyst, requesting verification of the invention information.
4) The OCGA Analyst verifies information with UCLA’s Office of Intellectual Property (OIP).
5) Once verified, the Analyst submits the data/certification to the NIH via the Commons.

**FINAL PROGRESS REPORT**
A Final Progress Report is required for any award that is terminated and will not be extended through the award of a new competitive segment. There is no standard NIH form or template for this report. At a minimum, the Final Progress Report should include the following:

- Progress made toward the achievement of the originally stated aims.
- A list of significant results.
- A list of publications, including the PMCID #s.
- Where appropriate, report on the inclusion of gender and minority study subjects using the NIH’s Inclusion Enrollment Report.
- Where appropriate, indicate whether children were involved in the study or how the study was relevant for conditions affecting children.
- Describe any data, research materials, protocols, software, or other information resulting from the research that is available to be shared with other investigators and how it may be accessed.
SUBMISSION of the Final Progress Report: Via the NIH Commons, the PI can upload and submit a PDF of the Final Progress Report.

FAILURE TO SUBMIT TIMELY AND ACCURATE CLOSEOUT DOCUMENTS MAY AFFECT FUTURE FUNDING TO THE ORGANIZATION!!!!