

NIH REQUIRED CLOSEOUT REPORTS

Created August 24, 2012

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

- 1) Final Federal Financial Report (FFR) – (SF425)
- 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!

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Closeout Status

Application Information	
Grant Number:	3R01AI051970-08S1 PD/PI Name: YANG, OTTO O
Closeout Contact Name:	MAGGIE C WELLS Closeout Contact Email: wellsmaggie@mail.nih.gov
Closeout Contact Phone:	301-594-9847 Project Period: 09/21/2009 to 08/31/2011
Proposal Title:	Immune Pressure on HIV-1 Nef by Cytotoxic T Lymphocytes

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Received			View Correct
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			Process Final Invention Statement

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 PMID #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!!!!