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# SUBAGREEMENT: CLOSEOUT CHECKLIST

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As a tool to assist departments with proposing, managing, and closing subagreements per [Federal Regulations](#) and best business practices, checklist have been created. These checklists are not exclusive and may include additional actions. Below are actions to monitor the closeout of the subagreement.

Prior to the end date of an agreement, you will receive RAMSeS email reminders that your project is ending. This is when you should start to request final items from your subrecipients. Please note that these items must be received and processed **prior** to the end date of the Prime agreement so that UNC may report accurately and in a timely manner to the sponsor.

- ☐ Final progress/scientific/technical report
- ☐ Final invoice
- ☐ Submit and confirm final voucher for subrecipient payment has posted to project in ConnectCarolina
- ☐ If UNC's prime sponsor requires a Final Invention Statement, you must request one from each subrecipient under that agreement. (This form will need to be completed by their institution and submitted with UNC's FIS.)