

PI CERTIFICATION & CLOSE-OUT PROCEDURES  
FOR FIXED PRICE AGREEMENTS

This form must be signed by the Principal Investigator and returned to Post-Award Services

PI Certification:

KUCR Project # \_\_\_\_\_

Sponsor/Agency: \_\_\_\_\_

I certify that all project objectives have been successfully completed, in accordance with the award document.

I certify that all direct costs have been charged appropriately to the project.

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

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To be completed by Post Award Services upon receipt of certification of completion by PI:

Total Award Amount: \$\_\_\_\_\_

Total Revenue Received: \$\_\_\_\_\_

F&A Balance: \$\_\_\_\_\_

Total Direct Expenditures: \$\_\_\_\_\_

Budgeted Direct Costs: \$\_\_\_\_\_

Direct Costs Remaining: \$\_\_\_\_\_

% of Direct Costs to distribute: \_\_\_\_\_

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- 1) Upon expiration of the above referenced fixed price agreement, the amount of F&A remaining after appropriate closing adjustments will be distributed following the allocation established at award set-up.
  - 2) The remaining direct costs will then be distributed according to the following:
    - A. If remaining funds are less than or equal to 15% of the originally budgeted direct costs, this amount will be transferred into the PI's Research Account.
    - B. If the remaining funds are more than 15% of the originally budgeted direct costs, follow steps 1 and 2 below:
      1. The remaining funds equal to the first 15% of the originally budgeted direct costs goes directly into the PI's Research Account.
      2. The remaining direct costs in excess of the 15% will be divided as follows:
        - 1/3 to KUCR
        - 2/3 to the Dean/Director