Guide for PIs to NIH Grants Closeout Process:

1. Log in to eRA Commons:
   a. Select “status”
   b. Select “list of grants”
   c. Find your closing application and look for “Request Closeout” on the RIGHT side of the screen; click there.

2. There will be 3 functions listed for completion:

   a. Final Financial Status Report (FSR) – don’t do anything about that in eRA Commons; once your budget has been closed by your Fiscal Specialist, GCA will create the FSR report and attach in eRA Commons.

   b. Final Progress Report – create your report in Word, then convert in PDF and attach in this section. Here are some guidelines on what to write in this report:

   “A final progress report is required for any grant that has ended and any grant that will not be extended through award of a new competitive segment. This report should be prepared in accordance with instructions provided by the awarding component. At a minimum, it should include a statement of progress made toward the achievement of originally stated aims, a list of results (positive or negative) considered significant, and a list of publications resulting from the project, with plans, if any, for further publication. A copy of reprints or publications not previously submitted should accompany the final progress report. If publications have been submitted to the PubMed Central (PMC) archive, a reference to the PMC submission identification number may be included in lieu of submitting a hard copy. The final progress report also should address the following:

   - Report on the inclusion of gender and minority study subjects (using the gender and minority inclusion table as provided in the PHS 2590)
   - Where appropriate, indicate whether children were involved in the study or how the study was relevant for conditions affecting children (see "Public Policy Requirements and Objectives—Requirements for Inclusiveness in Research Design—Inclusion of Children as Subjects in Clinical Research" (http://grants.nih.gov/grants/guide/notice-files/not98-024.html) and the PHS 398)
   - Describe any data, research materials (such as cell lines, DNA probes, animal models), protocols, software, or other information resulting
from the research that is available to be shared with other investigators and how it may be accessed.

Commons-registered users may electronically submit this report through the new Commons Closeout feature. Alternatively, an original and one copy of this report can be submitted to the GMO. To expedite the process, faxes or emails are accepted.

If a competitive renewal (Type 2) has been submitted, whether funded or not, the progress report contained in that application may serve in lieu of a separate final progress report. In addition, at the discretion of the awarding unit, a reprint or preprint may be used for this purpose. Grantees should contact the assigned Grants Management Specialist for information on these alternatives.”

c. **Final Invention Statement** – Click on this section and:
   i. If you don’t have any inventions, click “NO”, read the statement that will appear on the screen and click “OK”; then, you are done with the closeout process.
   ii. If you have inventions, click “YES” and complete the answers the questions that will follow; then, you are done with the closeout process.

More information on the UW and NIH closeout requirements can be found at the following links:


http://www.washington.edu/research/osp/gim/gim39