CloseoutActivities

Conduct review for receipt and acceptability of reports
-Review terms and conditions related to technical, financial, and other report submittals to identify list of all required reports
-Obtain project, property, and/or other DOE offices' determinations of acceptability of report/inventory contents
-Seek resolution of any delinquencies or shortcomings with recipient

Request patent certification from recipient that:
-all required procedures for identifying subject inventions have been followed;
-identifies any contracts or subawards involving R&D;
-identifies any inventions or discoveries made or conceived during the course of the award.

Obtain patent clearance from local Office of Intellectual Property

Reconcile all costs, obligations, program income, and payment records

Issue property disposition instructions

Execute closeout document