

<b>Index Number:</b>
<b>Principal Investigator:</b>
<b>Ending Date:</b>

1	EXTENSION / RENEWAL IN PROCESS?
2	TELECOMMUNICATIONS NOTIFIED TO STOP ALL CHARGES ON INDEX?
3	ALL INVOICES ENTERED IN BANNER FIS AND SUBMITTED TO ACCOUNTS PAYABLE?
4	PAYROLL REDISTRIBUTION SUBMITTED?
5	OPEN LABOR DISTRIBUTION DEFAULTS TERMINATED?
6	INDEX REVIEWED FOR ANY NEEDED CORRECTIONS?
7	OPEN ENCUMBRANCES CANCELED?
8	REQUIRED OSU COST SHARE MET?
9	DOCUMENTATION PROVIDED FOR NON-OSU COST SHARING?
10	TECHNICAL OR FINAL REPORT TO AGENCY (PI SUBMITTED)?
11	TECHNICAL REPORT FROM SUBCONTRACTOR (PI RECEIVED)?
12	FINAL INVOICE FROM SUBCONTRACTOR RECEIVED AND PROCESSED?
13	TECH REPORT/PATENT EMAIL ANSWERED BY PI?
14	EQUIPMENT VERIFIED?

<b>Notes:</b>
---------------