# Closeout Reporting

USC Office of Culture, Ethics and Compliance
Research Compliance Program

Proposal Submission | Award and Account Establishment | After Research Commences | **Closeout**

## What closeout reporting requirements are investigators required to satisfy?

Investigators are required to satisfy all final reporting requirements, which include notifying the sponsor that the research has been completed, submitting final reports, and disclosing project results and expenditures. Timely closeout of awards is critical, as non-compliance may impact and delay the receipt of future awards from a sponsor, particularly federal agencies.

If you have questions regarding the Final Reporting requirements of a sponsored project, please contact the DCG Officer assigned to your Department/School or send an email to awardcloseout@usc.edu.

## What are the different types of closeout reporting required at the end of an award?

| Final Technical Reports | Final Financial Reports | Intellectual Property | Property Reports | Clinical Trials Results Reporting | dbGaP |
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| A Final Technical Report is a document that describes the technical or scientific project outcomes associated with a sponsored project. | A Final Financial Report describes whether all project expenditures have been posted (i.e., appeared on monthly expenditure statements), and whether all project expenditure statements have been appropriately certified. At USC, Sponsored Projects Accounting (SPA) ensures timely preparation and submission to the sponsor. | All intellectual property (e.g., patentable inventions and copyrightable materials, including software) resulting from government and industry-sponsored projects, or from substantial use of university resources, must be disclosed to USC Stevens. Visit http://stevens.usc.edu/ or call (213) 821-5000 for more information. | Property reports require researchers to identify all materials and equipment acquired under their awards, including property that was provided by the sponsor, acquired by the researcher's department, or purchased by a subcontractor. | ClinicalTrials.gov is a registry of federally-funded, privately-supported, and unfunded clinical trials involving human subjects. Principal Investigators of applicable clinical trials must register in the ClinicalTrials.gov Protocol Registration System (PRS) and provide timely updates after registration. For additional detail, please see https://ooc.usc.edu/wp-content/uploads/2024/03/Clinical-Trials.gov-Reporting-One-Sheet.pdf | The database of Genotypes and Phenotypes (dbGaP) is an NIH Database that permits researchers to access genomic data to support genome-wide association studies (GWAS). Investigators who access data from the dbGaP database are required to submit annual reporting related to their use of the data and to either ask to renew their access or to submit a closeout report if they no longer need the data. |

**Reference Information**

Additional detail on information on award closeout procedures and requirements can be found here: https://dcg.usc.edu/getting-started-2/award-closeout/