

Quick Reference Guide for Principal Investigators

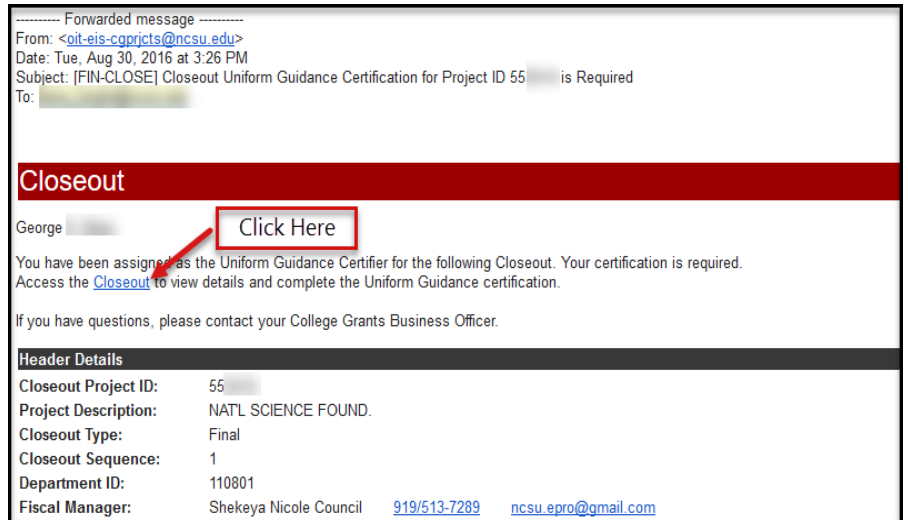
How to certify a closeout

Step 1: You should have received an email notification indicating you have a closeout to certify

Step 2: Review information within the email to help identify the project requiring certification

Step 3: Click on Closeout hyperlink to access closeout

Step 4: Review Closeout information



Note: The information displayed is a summary of the total financial and cost share figures. For a more detailed breakdown of the project costs:

- View the Expenditure Tab in the PI Portal
 - To access the PI Portal go to the “For Researchers” Tab in [MyPack](#) Portal
- View financials information via Report P1 in WRS
 - To access WRS go to go.ncsu.edu/wrs

MyPACK HOME FOR FACULTY & STAFF FOR RESEARCHERS MYTAB

Closeout Form | Cost Share | **Guidance Certification** | Certification | Approval | Comments

Project ID: 55 Sequence: 1 **Step 5** Type: Final

Federal Certification: Step 6

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Certifier: GCA George [REDACTED]

Assigned By: Dollie S Moore

Assigned Date: 08/30/16 3:21PM

Certified? *To certify, check box and Save*

Certified By: **Step 7**

Certified Date:

Step 8

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Step 5: Go to the **Guidance Certification** Tab

Step 6: Review Certification Language

Step 7: Click the box next to **Certified?**

Step 8: Press the **Save** button

Step 9: You are finished!

Step 10: This closeout can now be final approved by the College Research Office and routed to C&G for processing, final reporting and final payment request.

Please watch for a more in-depth training video to be released soon