Checklist for UACI Closure

College/Department _____

Name of Center _____

The following tasks must be completed for closure of the above Academic Center/Institute:

Action	Done	n/a
1. Outstanding financial commitments are resolved, including a plan for employees, if any.		
2. Open grants/contracts are closed out.		
3. Donor agreements are resolved.		
4. Relevant records are archived, as required by university policy.		
5. Assets have been disposed of or redistributed, as applicable.		
6. Website has a plan for future maintenance, if needed.		

Please comment if any of the above items are not completed.

#ertification that all checklist items are complete, as applicable:

Signature _____   Date _____

Name _____

Title _____

UACI Committee approval:

Signature _____   Date _____

Name _____

Title _____