

**University Research Committee  
End of Award Report**

Project Title:

Principal Investigator:

Award Subcommittee

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**PROJECT OUTCOMES:**

Please provide a narrative description of no more than 3 typed pages, single-spaced, size 11 font

**FINAL BUDGET REPORT:** (attach additional pages as necessary)

Please meet with your departmental budget/accounting support personnel to balance the project budget prior to submitting the final report.

1. **Budget deficits** must be funded prior to the closing of the project account by the URC coordinator.
2. Verify that the **encumbrance balance** is zero.
3. Report (in writing) a **surplus balance** to the URC coordinator, who will transfer the surplus funds back to the URC.

Please include a copy of the final budget report along with support documentation.

**NEXT STEPS FOR PROJECT (if any):**

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Please return this form and additional pages/documents (in pdf format) to the URC coordinator,  
Terri Whitehead  
[twhitehead@emory.edu](mailto:twhitehead@emory.edu)