



International University of Sarajevo
OSP PROJECT CLOSURE FORM (F-146)

Date Submitted: dd / mm / yyyy

The Project Closure form needs to be submitted by the Project Coordinator upon completion of the project and submission of the final report. The Project Closure form represents the final document produced for the project and is meant for IUS to assess the success of the project, resolve any open issues, identify lessons learned for future projects, and officially close the project. Please submit signed copy to the Office of Sponsored Projects.

GENERAL INFORMATION

Project Coordinator:	
Other project team members:	Please list all project members
Project Title:	
Brief Project Summary:	
Project Funding:	<input type="checkbox"/> Amount _____ <input type="checkbox"/> External If external, please specify the Funding Agency _____ <input type="checkbox"/> Internal If internal, please specify whether it is for Master of PhD student _____
Project Start Date:	<input type="text"/> dd / <input type="text"/> mm / <input type="text"/> yyyy
Project End Date:	<input type="text"/> dd / <input type="text"/> mm / <input type="text"/> yyyy

PROJECT REQUIREMENTS

Requirements	Yes	No	Explanation/Comments
Have the contractual obligations been met?			
Were all deliverables submitted and accepted?			
Have all staff contracts been completed?			
Have all final payments been made (i.e., invoices)?			
Are there any unresolved issues?			Please list any key issues that remain unresolved at closure
Are there any incomplete tasks?			Please list any tasks that are not completed and the plan for their completion.
Are all project documents up to date?			
Have you provided project documents to OSP?			If so, what documents have been given to OSP?



PROJECT GOALS, OBJECTIVES & DELIVERABLES

Initial Project Goals / Objectives / Deliverables	Achieved Goals, Objectives, and Deliverables	Please explain any variations
1.		
2.		
3.		

PUBLICATION

Publication	Yes	No	Explanation/Comments
Did you publish any research papers/articles?	<input type="checkbox"/>	<input type="checkbox"/>	If YES, please provide a full citation: _____

FINANCIAL MANAGEMENT

Please identify any outstanding financial issues (e.g., surplus funds) and how they will be handled.

Issue	Solution
1.	
2.	
3.	

BUDGET

Please provide detailed project expenditures and make sure to include VAT, transaction costs, etc.

Approved Project Budget			Spent	Please note any deviation between the planned and actual budget of the project. Please provide explanations for these deviations.
Category (specify)	Amount €/KM	Item 1. Item 2. Item 3.	Amount €/KM	
Category (specify)	Amount €/KM	Item 1. Item 2. Item 3.	Amount €/KM	
Did the project finish on, over or under budget?			on <input type="checkbox"/>	over <input type="checkbox"/>
				under <input type="checkbox"/>

*Feel free to use your budget spread sheet instead but please make sure to note any deviation between the planned and actual budget of the project and provide explanations for these deviations.



LESSONS LEARNED

Please summarize the key lessons learned including the cause of difficulties, reasoning behind the selected corrective action, and any other relevant information (i.e., what went well and what needs to be taken into consideration or changed for future projects).

Lessons Learned	Detailed Description
Lesson 1	
Lesson 2	

I _____, as the Project Coordinator, declare that the information provided above is, to the best of my knowledge, a true and accurate reflection of the past and current facts concerning the project.

Project Coordinator Signature