



**Please fill out this form indicating which requirements and documents are included as part of your Final Report submission. Please note, only items with an \* are required for every submission.**

**USTDA Activity Number:**

**Country:**

**Activity Title:**

**Contractor/U.S. Firm:**

**\*Naming Convention of Files** - The file name of each uploaded document will include in the following order separated only by hyphens (and no spaces): Host Country-USTDA Activity No.-File Type. Example: Brazil-2025-12345A-Final-Report-Public

**\*Public Version of the Final Report**- The public version of the Final Report shall have been approved by the Client in writing and must be in the English language. As this version will be available for public distribution, it must not contain any confidential information. The Public Version must be informative and contain sufficient Project detail to be useful to prospective U.S. equipment and service providers and must be submitted in a commonly accessible read-only format. Subject to the terms of the agreement, the file containing the public version of the Final Report must contain the word “Public” in the file name.

*By signing below, the Contractor certifies that the Public Version of the Final Report and all files labeled “Public”, and all contents contained within, are suitable for public distribution.*

*For civil nuclear projects, by signing below the Contractor also certifies that the Public version of the Final Report does not contain any export-controlled information. Please confirm if this is applicable.*

*Applicable*       *Not Applicable (not a civil nuclear project)*

Signature Line

- \*Checklist** – this completed Checklist must be submitted.
- Confidential Version of the Final Report** – The confidential version shall have been approved by the Client in writing and must be in the English language. All confidential information, if any, contained in this version shall be clearly marked. USTDA will maintain the confidentiality of such information in accordance with applicable law. The file should be submitted in a commonly accessible read-only format.
- Supporting Files** – The Supporting Files should be source documents that are required by the Terms of Reference and cannot be easily incorporated into the Final Report, such as Excel documents or technical drawings. Each Supporting File should be labeled in accordance to the naming convention and labeled as either “Public” or “Confidential.”

**\*Crosswalk** – The Crosswalk should be a separate document from the Final Report. The Crosswalk should be in a table format, organized chronologically by task and sub-task as written in the Terms of Reference. It shall reference the page numbers where evidence of the completion of each requirement under each task and each sub-task in the Terms of Reference can be found within the Final Report.

**\*Contractor Certification:** The Final Report shall be accompanied by a certification from the Contractor that it has completed the Final Report in accordance with the terms of the agreement as required in Mandatory Contract Clause I *USTDA Final Report*, to include this language verbatim:

“The Contractor certifies to USTDA that it has completed all work described in the Terms of Reference in accordance with the terms of its Contract with the Client. Specifically, the Contractor has submitted the Final Report to the Client, as required by the Contract, and received the Client’s approval of the Final Report. To the extent the Contractor has not complied with the terms and conditions of the Contract, including the USTDA Mandatory Contract Clauses contained therein, it will, upon USTDA’s request, make an appropriate refund to USTDA.”

**\*Client Approval** - The Final Report shall be accompanied by a letter or other notation obtained from the Client which states that the Client approves the Final Report as required in Mandatory Contract Clause I *USTDA Final Report*, to include this language verbatim:

“The Client certifies to USTDA that the services have been performed satisfactorily, in accordance with applicable Contract provisions, including the USTDA Mandatory Contract Clauses contained therein, and the terms and conditions of the USTDA Grant Agreement. The Final Report submitted by the Contractor has been reviewed and approved by the Client.”

**Cost Share Certification and Certified Statement of Expenditures (if Contractor/U.S. Firm has signed a Cost Share Agreement with USTDA):** This should be prepared in accordance to the terms of the Cost Share Agreement and submitted to [mail@ustda.gov](mailto:mail@ustda.gov).