

University of Wisconsin – Madison
Department / Division Award Closeout Check List

Are you preparing to close an award?
If so, check the following:

1. Are all expenditures allowable, allocable, reasonable and consistent with the terms of the agreement?
2. Have all expenses been paid, e.g., invoices, travel reimbursements, etc.?
3. If there are mistaken charges, have you initiated cost transfers?
4. Are there any open encumbrances and requests? If so, close them if they are no longer needed.
5. Have all progress (technical), invention and/or property reports been submitted?
6. Have you notified RSP that all progress reports have been submitted? This prompts RSP to send the invoice.
7. Have sub-awardees submitted their final reports and invoices?
8. Does title to equipment (if any) remain with UW? If not, contact RSP.
9. Have you arranged to transfer employees paid from this award to another funding source?
10. Have you arranged to transfer regular billing (e.g., MDS, FPM, and DoIT) to another funding source?
11. Are all effort certifications for this award complete?
12. Have all cost-share commitments been met?

Version: July 6, 2011

Developed by the APR Award Closeout Team

For feedback, please contact: award_closeout_all@lists.wisc.edu