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

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

2. Have all expenses been paid and posted in Wiser, e.g., invoices, travel reimbursements, etc.?  3. Have you initiated any cost transfers or have any pending?  4. Are there any open encumbrances and requests?  • PO and Subaward encumbrance closeout requests can be sent to the RSP accountant. Include the MSN award number and PO number.  • Salary encumbrance closeout requests can be sent to federalaccounting@rsp wisc.edu for 144 projects and nonfedaccounting@rsp wisc.edu for 133 projects. Include the MSN award number, Employee Name, Employee ID and Employee Record Number.  5. Have all progress (technical), invention and/or property reports been submitted?  6. Have you notified the RSP accountant that all progress reports have been submitted? This prompts RSP accountant 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 Property Control to determine proper disposal.  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. If applicable, have all cost-share commitments been met? Do you need to submit a cost share update form?	1.	Are all expenditures allowable, allocable, reasonable and consistent with the terms of the agreement?  • Review Divisional Dashboard Post-Award Reports
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Updated: April 2021

For feedback, please contact: <a href="mailto:awardcloseout@rsp.wisc.edu">awardcloseout@rsp.wisc.edu</a>