AWARD CLOSEOUT: FIRST COMPUTATION EMAIL

This email is prepared by the RSP accountant and sent according to closeout schedule timelines. Bold indicates entries needed.

Email cc: PI, Grant Manager listed in Workday, and any other departmental team members as needed.

Subject: Final Closeout Review, **PI Name**, Please Respond by [**enter date 10 calendar days from today**], FD133/FD144 **AWD-XXXXXX**

Dear **Insert PI and Workday Grant Manager**,

<u>Post-Award Closeout Summary</u>
Award:
Sponsor:
Worktag:
End Date:
Budget:
Calculated Cash Received:
Remaining Balance:
(balance (excluding obligations) as of [enter **MM/DD/YYYY]** per Workday *Award Budget to Actuals Report (UW)*)

<u>Final Review Summary:</u>

Please review the list below to identify where further documentation or justification is needed. For additional details, refer to the Expense Review tab in the attached worksheet. Provide responses to all questioned items in the Expense Review worksheet. No back-up documentation is required for my review but should be retained at the department/dean's level.

1. Pre-Period Expenditures:

Review the Expense Review tab of the attached worksheet. Please respond to all questioned items.

Scenario A: If this does not apply, enter "None".

<u>Scenario B</u>: There were several pre-period expenditures, but the award allows for Pre-Award spending. No action is needed.

<u>Scenario C</u>: There were several pre-period expenditures, but the contract does not allow for Pre-Award spending. Please provide sponsor approval documentation or transfer the

expenses from this award. Please let me know if/when any Journals or Payroll Accounting Adjustments have been submitted in Workday.

2. Project Period Expenditures:

Review the Expense Review tab of the attached worksheet. Please respond to all questioned items.

Scenario A: If this does not apply, enter “None”.

3. Post Period Expenditures:

Review the Expense Review tab of the attached worksheet. Please respond to all questioned items.

Scenario A: If this does not apply, enter “None”.

Scenario B: There were several post-period expenditures, but they were all clearly incurred within the project period. No action is needed.

Scenario C: There were several post-period expenditures. Please either provide additional information justifying they were incurred within the award period of performance or transfer the expenses from this award. Please let me know if/when any Journals or Payroll Accounting Adjustments have been submitted in Workday.

4. Open Obligations:

Scenario A: If this does not apply, enter “None”.

Scenario B: There are open/unliquidated obligations remaining on this award. Please review and take the necessary steps to clear these obligations in Workday. *(Paste snippet of open obligations from the Workday Report).*

Scenario C: Subaward Invoice: There is a subaward invoice pending PI approval in Workday. Please review and approve this invoice as soon as possible. **OR** We are still waiting for the submission of the final invoice from **PO000000XXXXX.**

5. Effort:

Please work with your Compensation Compliance Coordinator to ensure that project payroll certifications are completed and effort commitments have been met. If I don't hear otherwise within ten calendar days, I will assume there are no problems. ***(Accountants can provide any additional information or questions they have that relate to this specific project).***

6. Cost Share:

Scenario A: If this does not apply, enter "None".

Scenario B: The cost share commitments have been met for this award.

Scenario C: We have not met our cost share requirement for this award. Please review and let me know how this will be resolved.

7. Tuition Remission:

Scenario A: If this does not apply, enter "None".

Scenario B: There is tuition remission on this award. Please initiate any transfers involving graduate student salary as soon as possible and notify me immediately of planned transfers as this may impact our final tuition remission expenses.

8. Participant Support:

Scenario A: If this does not apply, enter "None".

Scenario B: All funds budgeted for Participant Support Costs have been fully spent. Please maintain all necessary documentation to support these charges.

Scenario C: There is a remaining balance on funds budgeted for Participant Support Costs on this award. As a reminder, funds originally budgeted for Participant Support cannot be reallocated to other direct budget categories without sponsor prior approval.

9. Equipment:

Scenario A: If this does not apply, enter "None".

Scenario B: The sponsor requires a final property report. Please respond to the following questions to assist with the preparation of this report:

- FEDERAL TITLE: For any property acquired/purchased/fabricated under this award, please either:
  - Identify which, if any, other projects can utilize the property now that this project has ended, or;
  - Indicate if the equipment should be returned to the sponsor.
- UW TITLE: For any equipment acquired/purchased/fabricated under this award, please confirm that you plan to continue to use the acquired/purchased equipment for its original intended purpose.
- Confirm whether property was furnished/loaned under this award. If there is furnished/loaned property associated with this award, please either:

    - Identify which, if any, other projects can use the property now that the project has ended, or;
    - Indicate if the furnished/loaned property should be returned to the sponsor.
- Confirm if there was any sensitive or high-risk property purchased that is valued at less than $5,000.
- Confirm whether there exists under this project residual unused supplies with a total aggregate fair market value exceeding $5,000 not needed for any other federally sponsored programs or projects.
- Confirm the following term from the agreement was adequately met: All equipment & supplies must be made/manufactured in the US to greatest extent possible.

10. Reporting:

The final technical project report is a vital, required part of the award closeout process. By submitting the report, you are indicating that the scope of work for the project has been completed, and you do not anticipate any further action on the award. Please submit this by the deadline.

Departmental/divisional action required:

- Confirm all expenses have posted.
- Please provide your responses in the attached worksheet on the Expense Review tab for each section above #1 through #3.
- For any Journals or Payroll Accounting Adjustments needed, please indicate this on the Expense Review tab, initiate them as soon as possible, and notify me.
- If you have any pending expense reports or P-card approvals in process, please let me know and provide the report number(s).
- Please update all funding strings related to this award.
- Ensure that the final report is submitted by the due date.

Please respond and initiate any required transfers by **[enter date]** within ten calendar days. If the award is ready for final FFR/FSR submission, all transactions have been reviewed, and any pending expense transfers have been completed, please reply to this email with the following certification: *I certify that all expenditures have posted to the award, no additional charges are anticipated, and RSP may proceed with submission of the final financial report and/or final invoice.*

Please note that any award costs not paid by the sponsor will be addressed in accordance with UW-Madison Policy UW-4016: Financial Responsibility for Uncollectible Costs on Extramural Projects.

Salutation

(ATTACHMENTS)

AWARD CLOSEOUT: SECOND COMPUTATION EMAIL

This email is prepared by the RSP Accountant and sent if a reply is not received within ten calendar days after the initial computation email.

Subject: 2nd E-MAIL: Response Due by [**enter date 10 calendar days from today]**), Final Closeout Review, **PI Name**, FD133/FD144 **AWD-XXXXXX**

Email cc: PI, **Dean's Office Point-of-Contact**, RSP Team Manager, Workday Grant Manager, any other departmental team members as needed.

Dear (PI and Workday Grant Manager),

This is the second email notice regarding closeout of award **AWD-XXXXXX**. If I do not hear from you within 10 calendar days, **[enter exact date]**, I will use the designated suspense account to appropriately balance this award.

[**Insert Deans Office POC], [enter fund, cost center, and worktag]** is the suspense account identified for these charges. Please let me know by **[insert date 10 calendar days from now]** if an alternative funding source should be used.

Post-Award Closeout Summary
Award:
Sponsor:
Worktag:
End Date:
Budget:
Calculated Cash Received:
Remaining Balance:
(balance (excluding obligations) as of MM/DD/YYYY per *Workday Award Budget to Actuals report (UW)*)

Final Review Summary:

Please review the list below to identify where further documentation is needed. For additional details, refer to the attached worksheet, Expense Review tab, to enter your responses directly. No back-up documentation is required for my review but instead should be kept at the department/dean's level.

1. Pre-Period Expenditures:

Review the Expense Review tab of the attached worksheet. Please provide your responses. (If this does not apply, enter "None").

Scenario A: There were several pre-period expenditures, but the award allows for Pre-Award spending. No action is needed.

Scenario B: There were several pre-period expenditures, but the contract does not allow for Pre-Award spending. Please send me approval from the sponsor or transfer the expenses from this award. Please let me know if/when any Journals or Payroll Accounting Adjustments have been submitted in Workday.

2. Project Period Expenditures:

Review the Expense Review tab of the attached worksheet. Please provide your responses. (If this does not apply, enter "None").

3. Post Period Expenditures:

Review the Expense Review tab of the attached worksheet. Please provide your responses. (If this does not apply, enter "None").

Scenario A: There were several post-period expenditures, but they were all clearly incurred within the project period. No action is needed.

Scenario B: There were several post-period expenditures. Please either provide additional information within the spreadsheet, justifying they were incurred within the award dates, or transfer the expenses from this award. Please let me know if/when any Journals or Payroll Accounting Adjustments have been submitted in Workday.

4. Open Obligations:

Scenario A: There are open/unliquidated obligations remaining on this award. Please review and take the necessary steps to clear these obligations in Workday. (Paste snippet of open obligations from the Workday Report).

Scenario B: Subaward Invoice: There is a pending subaward invoice pending PI approval in Workday. Please review and approve this invoice as soon as possible. OR We are still waiting for a final invoice from **PO000000XXXXX**.

Scenario C: If this does not apply, enter "None".

5. Effort:

Please work with your Compensation Compliance Coordinator to ensure that project payroll certifications are completed and effort commitments have been met. If I don't hear otherwise within ten calendar days, I will assume there are no problems. (Accountants can provide any additional information or questions they have that relate to this specific project).

6. Cost Share:

Scenario A: If this does not apply, enter “None”.

Scenario B: The cost share commitments have been met for this award.

Scenario C: We have not met our cost share requirement for this award. Please review and let me know how this will be resolved.

7. Tuition Remission:

Scenario A: If this does not apply, enter “None”.

Scenario B: There is tuition remission on this award. Please initiate any transfers involving graduate student salary as soon as possible and notify me immediately of planned transfers as this may impact our final tuition remission expenses.

8. Participant Support:

Scenario A: If this does not apply, enter “None”.

Scenario B: All funds budgeted for Participant Support Costs have been fully spent. Please maintain all necessary documentation to support these charges.

Scenario C: There is a remaining balance on funds budgeted for Participant Support Costs on this award. As a reminder, funds originally budgeted for Participant Support cannot be reallocated to other direct budget categories without sponsor prior approval.

9. Equipment:

Scenario A: If this does not apply, enter “None”.

Scenario B: The sponsor requires a final property report. Please respond to the following questions to assist with the preparation of this report:

- FEDERAL TITLE: For any property acquired/purchased/fabricated under this award, please either:
    - Identify which, if any, other projects can utilize the property now that this project has ended, or;
    - Indicate if the equipment should be returned to the sponsor.
- UW TITLE: For any equipment acquired/purchased/fabricated under this award, please confirm that you plan to continue to use the acquired/purchased equipment for its original intended purpose.

- Confirm whether property was furnished/loaned under this award. If there is furnished/loaned property associated with this award, please either:
  - Identify which, if any, other projects can use the property now that the project has ended, or;
  - Indicate if the furnished/loaned property should be returned to the sponsor.
- Confirm if there was any sensitive or high-risk property purchased that is valued at less than $5,000.
- Confirm whether there exists under this project residual unused supplies with a total aggregate fair market value exceeding $5,000 not needed for any other federally sponsored programs or projects.
- Confirm the following term from the agreement was adequately met: All equipment & supplies must be made/manufactured in the US to greatest extent possible.

10. Reporting:

The final project report is a vital, required part of the award closeout process. By submitting the report, you are indicating that the scope of work for the project has been completed, and you do not anticipate any further action on the award. Please submit this by the deadline.

Departmental/divisional action required:

- Confirm all expenses have posted.
- Please provide your responses in the attached worksheet on the Expense Review tab, directly in column “V” for each section above #1 through #3. For any Journals or Payroll Accounting Adjustments needed, please ensure they are included in column V and initiate them as soon as possible, and notifying me.
- If you have any pending expense reports or P-card approvals in process, please let me know and provide the report number(s).
- Ensure that the final report is submitted by the due date.

Option if there are no issues: As I have not received a response to my previous emails and there appear to be no issues with this award from RSP's perspective, I will move forward with the closeout and final invoice/reporting for this award. I am reporting this award as final at **$####**. If I don’t hear otherwise within ten calendar days, I will assume there are no problems and that I can continue with the closeout and final reporting for this award.

Please respond and initiate any required transfers by **[enter date]**. If the award is ready for final FFR/FSR submission, all transactions have been reviewed, and any pending expense transfers have been completed, please reply to this email with the following certification: *I* *certify that all expenditures have posted to the award, no additional charges are anticipated, and RSP may proceed with submission of the final financial report and/or final invoice.*

Please note that any award costs not paid by the sponsor will be addressed in accordance with UW-Madison Policy UW-4016: Financial Responsibility for Uncollectible Costs on Extramural Projects.

Salutation

(ATTACHMENTS)

AWARD CLOSEOUT: THIRD COMPUTATION EMAIL

This email is sent by an RSP Accountant before a suspense account transfer is entered in Workday.

Subject: SUSPENSE ACCOUNT INVOKED: **AWD-XXXXXX**

Cc: PI, **Dean's Office Point-of-Contact**, RSP Portfolio Team Manager, Workday Grant Manager, other departmental administrators if known.

Dear (PI and Dean's Office Contact),

Following two attempts to resolve the overdraft and/or potentially unallowable charges on award **AWD-XXXXXX**, charges will be transferred to suspense account in five calendar days on **[enter date]**. A detailed list of the transfers is attached.

[**Insert Deans Office POC], [enter fund, cost center, and worktag]** is the suspense account identified for these charges. Please let me know by **[insert date 4 calendar days from now]** if an alternative funding source should be used.

I will continue with the closeout of this award. In addition, your Dean's office may contact you regarding the final disposition of these charges that have been transferred to the suspense account.

If you have any questions about this, please contact your Dean's office or me.

Salutation

(ATTACHMENTS)