FINAL REVIEW CHECKLIST FOR DEPARTMENTS/DIVISIONS

Are you preparing an award for closeout? If so, use this checklist.

Need Assistance? Questions regarding final review and award closeout should be directed to the assigned RSP accountant. For additional closeout guidance, including timelines, responsibilities, and commonly disallowed charges, visit the Award Closeout webpage.

Communication
☐ Confirm award has ended *i.e.,* that no additional funding or No-Cost Extension expected). Run 'Ready for Closeout (UW) report' if necessary.
☐ Notify all stakeholders of the closeout in progress (*i.e.,* RSP accountant, PI, lab staff, research administration).
☐ Review RSP computational email and respond according to closeout timelines.
Expense Review
☐ Confirm expenditures have been reviewed for allowability and allocability. Run Transaction by Object Class (UW) report. Confirm all supporting documents saved to the award file.
☐ Confirm all expenditures were incurred within the award period.
☐ Review expenditures posted during the final 90 days of the award and ensure documentation supports their allowability.
☐ Confirm all expenditures have posted in Workday. Run 'Find Journal Lines: Transactions by Grant or Award (UW).
☐ Review commonly disallowed charges, including Memberships; Office supplies; Purchases from third-party distributors (Amazon, eBay, Etsy, etc.); Computing devices; AppleCare and similar service agreements; Unbudgeted travel; Unplanned conference expenses; Equipment purchases requiring sponsor approval; Travel for individuals not paid from the award
Cost Transfers and Adjustments
☐ Review the award for overages and missing expenses.
☐ Initiate and submit required non-salary cost transfers for unallowable expenditures.
☐ Confirm all cost transfers have been approved and fully posted in Workday.
☐ Transfer recurring internal service charges (e.g., DoIT) to an alternate funding source, as appropriate. Confirm all non-salary obligations have been closed out (MDS/FPM, DOIT/Cylinders/ShopUW+)? Run 'Unliquidated Purchase Order Obligations (UW) report.
Payroll and Personnel
☐ Review payroll charges for accuracy through the award end date.
☐ Ensure costing allocations have been updated to prevent payroll charges after the award period. Run 'Unliquidated Payroll Obligation (UW)
☐ Confirm all retroactive payroll accounting adjustments have been initiated and posted.
☐ If applicable, confirm there is no outstanding research assistant tuition remission still pending, if so notify your RSP Accountant.

Purchase Orders, Obligations, and Subawards
☐ Review open purchase orders, obligations, and commitments (e.g., travel, PCard).
☐ Resolve outstanding obligations that are no longer needed.
☐ Confirm all subaward invoices have been received, reviewed, and approved.
☐ Work with subrecipients to ensure required reports are submitted according to contractual deadlines.
Cost Share and Program Income
☐ Confirm all mandatory cost sharing commitments have been met and appropriately documented.
☐ Verify third-party cost share documentation is complete, if applicable.
☐ Review program income requirements and ensure all activity has been properly recorded.
Reporting and Certification Requirements
☐ Confirm that PI has received final reports from subrecipients
☐ Submit required technical or progress reports according to sponsor deadlines.
☐ Submit any required invention, property, equipment, or other non-financial reports.
☐ Determine whether equipment title remains with UW. If not, contact Property Control regarding disposition requirements. Run 'Asset Cost Detail by Worktag with Award Information (UW)' to verify ownership.
☐ Confirm effort commitment met on award for all Key Personnel. Are ECC statements certified? Run 'Effort Certification Status Report'.
☐ Ensure that peer-reviewed papers derived from research supported by a federal award are deposited in the funder's public access repository upon journal acceptance. Not doing so could result in a current or future award being halted or rescinded. For help submitting your paper, contact the UW-Madison Libraries Public Access Service.