

10th ANNUAL
SYMPOSIUM
FOR
RESEARCH
ADMINISTRATORS

NOV 13, 2025



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Research. Education. Development.

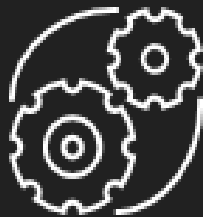
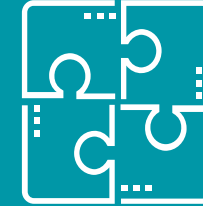
Closeout Challenges and Wins!!

Overview



This session will focus on closeouts. How do we find time to complete timely closeouts with too many awards to manage and not enough staff?

We will explore the issues of not closing awards on time and discuss how to recover if you find your institution in this situation.

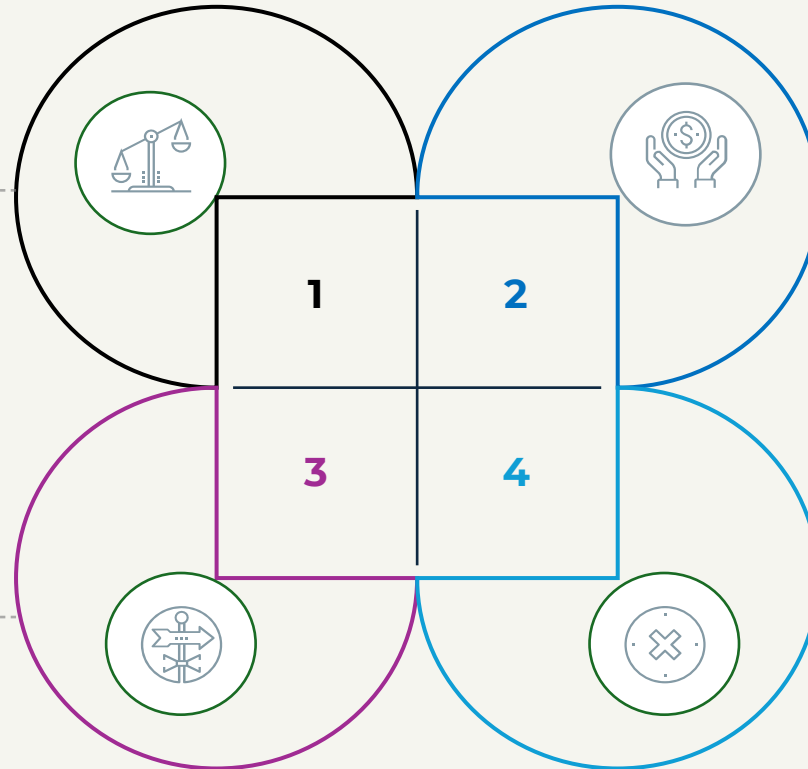


We will also discuss, in a perfect world, tips and tools for closing awards, and the appropriate action plans to ensure accurate filing of FFR's.

Risks Associated with Closeouts

1. Audit

- Closeouts are subject to audits, ensuring accurate records is vital.



2. Loss of Money

- Uncollected funds can impact institutional finances.

3. Return of Funds

- Proper closeouts prevent return of sponsor funds.

4. Effect on Future Funding

- Sponsor may put hold on other awards.
- FAPIIS report of noncompliance puts all federal funding at risk.

Issues Related to Closeout

Growth in institution's portfolio

Staff Turnover/Experience

Increase in regulatory requirements

Organization slow to respond to changes with additional FTEs

Increase in complexity of awards

Finishing closeout is a low priority once sponsor requirements are met

Strategies for Successful Closeouts

Stop Transactions

1

Prevent transactions such as cost transfers, payroll, and close POs after expenditures are finalized.

Subaward Invoices

2

Ensure receipt of final invoices. Adhere to policies and evaluate risks when paying late subrecipient invoices.

Uncashed Checks

3

Address uncashed checks promptly to avoid discrepancies.

Verification Process

4

Match cash received and expenditures – they need to match.

Tips and Tools for Closing Awards

- 1 Comprehensive Review:** Thoroughly review closeout cases and all elements of the closeout process.
- Identifying Risks:** Focus on high-risk areas and quick wins
- 3 Resource Utilization:** Engage consultants, interns, and dedicated staff.
- Addressing Errors:** Proactively tackle common errors in FFR

Tips and Tools

Tools

Create check lists, queries, build/utilize software tools

1

Prioritization

Understand sponsor deadlines, differentiating between hard and soft deadlines for efficient task prioritization.

Communication

Maintain open channels with sponsors, adhere to deadlines.

30, 60, 90 Award Closeout Emails

From: awardcloseout@rsp.wisc.edu <awardcloseout@rsp.wisc.edu>

Sent: Friday, October 31, 2025 12:15 AM

To: Michael Cullinane <mmcullin@wisc.edu>; Mary Jo Wilson <wilson6@wisc.edu>

Cc: Zachary Rusch <zrusch@rsp.wisc.edu>; Catherine Vakhnina <catherine.vakhnina@wisc.edu>; Pasha John Prem <pasha.prem@wisc.edu>

Subject: Award AWD-100069 Expires within 60 days, PI: Michael Cullinane

Our records indicate that your award, "Philippine Field Research Grant," pursuant SEC.24, Occupational Safety & Health Act of 1970 & equivalent state laws, university number AWD-100069 is scheduled to expire on 12/31/2025.

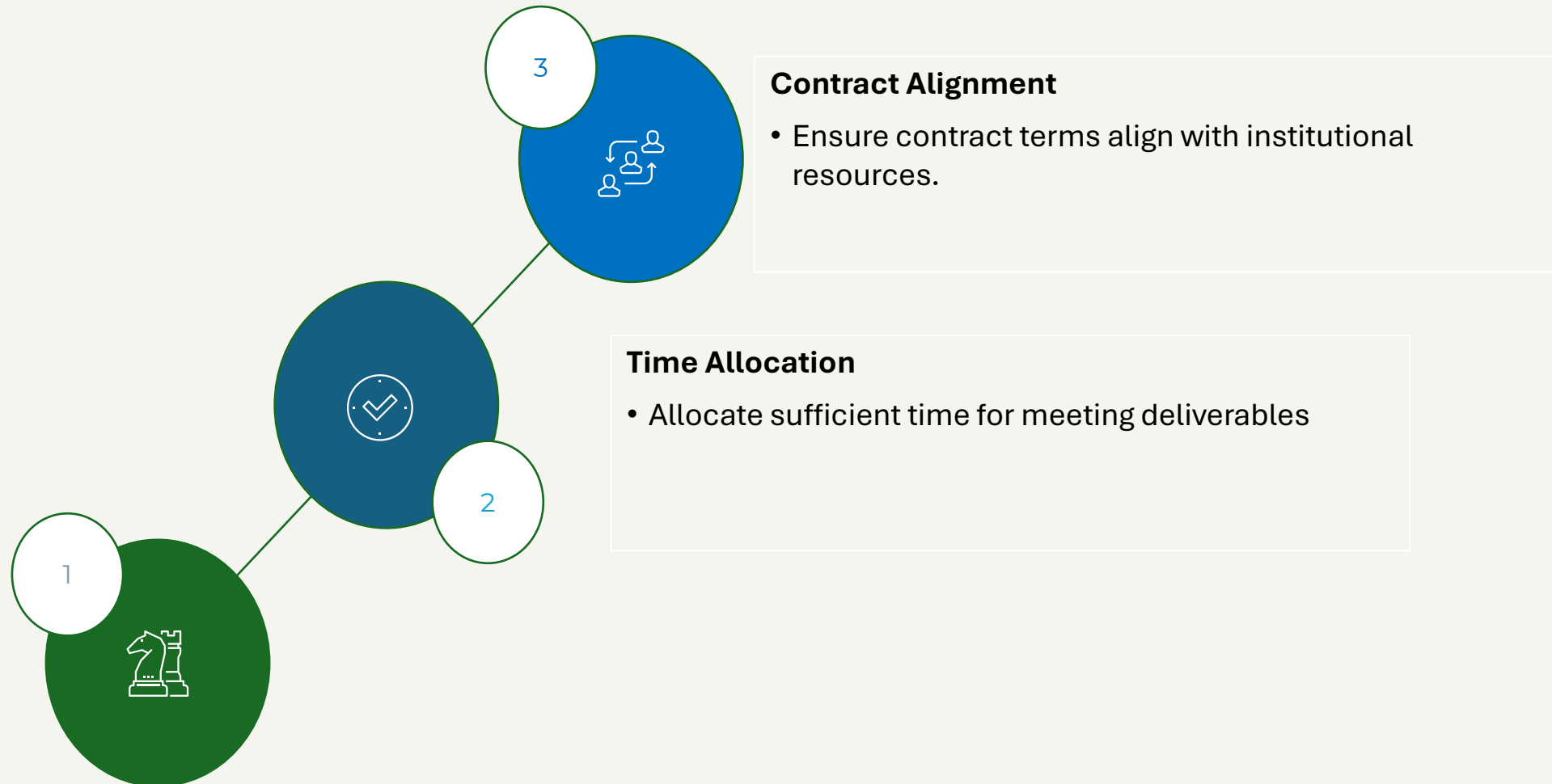
Please take the following actions to end this award. These actions help to facilitate the timely submission of final reports, invoices, and closeout:

- With your research administrator (unit or division), review expenditures to ensure costs are allowable, allocable, reasonable and consistent with the terms of the agreement.
- If anything needs to be paid, e.g., invoices or travel reimbursements, do that now.
- If there is internal billing (e.g., ShopUW+, FPM, and DoIT) that needs to continue, work with your research administrator (unit or division) to update funding strings to a new funding source.
- Review employees paid from this award and work with your payroll staff to update payroll funding.
- If there is a mistaken charge on your award, ask your research administrator to initiate cost transfers. The cost transfer policy can be found [here](#). Cost Transfers can be actioned in Workday.
- Make sure all progress and technical, invention and/or property reports are on track to be completed by sponsor deadlines (if applicable).
- If the research included equipment purchases, check whether title to the equipment remains with the UW. You can do this by checking if there is a Capital Equipment expenditure Treatment work tag in Workday (<https://kb.wisconsin.edu/workday/internal/151868>). If UW does NOT retain title to the equipment, please have your research administrator contact your RSP accountant for further instructions.
- Ensure that all pieces of capital equipment associated with this award are accurately accounted for. Contact your [DPA \(Departmental Property Administrator\)](#) to request a list of capital equipment. If you do not find your exact department on the list, please use the closest match.
- With your research administrator, review any open encumbrances and request that they be closed if final payments have been issued.
- Work with your CCC (Compensation Compliance Coordinator) to ensure that ECC certifications will be complete.
- Ensure that all cost-share commitments are met and posted to WISER.
- Your RSP Accountant [Zachary Rusch](#) will work with you or your administrator for final reporting and invoicing.
- Peer-reviewed papers that are the result of a federal award must be deposited in the funder's public access repository within 12-months of publication. Not doing so could result in a current or future award being halted or rescinded. For help submitting your paper, contact the [UW-Madison Public Access Service](#).

If you submitted a NCE (no cost extension) request in RAMP and it has not been completed in the system yet, please contact your RSP accountant.

If you have a multi-year award, this auto-generated notice potentially may not apply to you. If you are unsure, please contact your department/center administrator, your Dean's office, or your RSP accountant.

Pre-Award: Contract Review & Negotiation



Timely posting of transactions

- Limitations within Workday only allow billing for actual expenditures posted
- Longer time for purchasing card editing

Case Study 1

Award is in deficit by roughly \$5,000.
Grant has ended.



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Case Study 2

Subawardee not invoicing and end of grant is closing in.



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Project Closeout Responsibilities

Type of Report	Who has responsibility
Technical Reports	Principal Investigators (PI)
Equipment Reports	UW Madison Property Control Office in coordination with RSP Post-Award Managers
Patents/Invention Reports	PI prepares the final invention statement/report. RSP reviews and submits as signing official. WARF is typically only involved if the report asks for patents filed.
Fiscal Reports	Office of Research and Sponsored Programs (RSP)
Subrecipient Final Reports and Final Invoices	RSP accountants in coordination with PI and Department Admins

Closeout Does Not Affect The Following:

- The right of agency to disallow and recover funds
- The obligation of recipient to return funds due as a result of refunds
- Audit requirements
- Property management / equipment requirements
- Record retention

Closeout: Equipment and Supplies

Uniform Guidance 200.313 - Equipment

- Title – federally own and conditional owned
- Use after closeout
- Property Management standards a must!

Left over supplies with value over \$5,000

- Another reason not to spend down a project!
- UG 200.314
- May have to make sponsor whole

Thank you!

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