> **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?
   - [Review Divisional Dashboard](#) Post-Award Reports

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](#)?