End of Award Checklist

Departments are responsible for monitoring their expiring awards. Use the GrantTracker Departmental View for monitoring expiration & final action dates (FAD) of sponsored award budgets. Review final reporting closeout guidance.

At least 30-60 days before the FAD of your UW budget number:

1. Review award terms & conditions for final documentation requirements & deadlines, and ensure they will be met.
2. If necessary, fill out a Budget Extension Request
   a. If Sponsor approval is required, submit 45 days before the current award/budget period end date.
3. Review UW Policy GIM 39 Closeout of Sponsored Programs.
4. Review award expenditures & ensure allowability and allocability.
   a. If any expenditure does not belong it must be removed before the final action date.
5. Make sure:
   a. All allowable project costs have posted to UW Budget number including any subaward invoices. Expenditures that post after final financial report/invoice are the department's responsibility.
   b. Open balances & encumbrances have cleared UW budget.
6. Provide copy of your final progress report and/or proof of submission to closeout@uw.edu
7. If applicable, make sure:
   a. Cost share commitments are met and posted in UW systems.
   b. To complete Interim Cost Share reports when there is a gap between sponsor final deadlines and Faculty Effort Certification (FEC) cycles.
   c. Program Income is spent in full.
   d. Intellectual property has been reported to UW CoMotion.
   e. Equipment Inventory:
      • Review equipment closeout reporting guidance,
      • All fabrication JVs have been completed and processed.
   f. Follow Subaward Closeout Recommendations:
      • 30-60 days before subaward period end: remind subrecipients of final deadlines (progress report, invoices etc. per the terms of agreement).
      • Before the final action date of your prime award budget: confirm final invoice has been received, approved, marked final and payment has posted to UW budget.
      • If there are unexpended funds remaining on the Blanket Purchase Order (BPO) and it is still in an “open” status, closeout the BPO in Ariba.