End of Award Checklist

Departments are responsible for monitoring their expiring awards. GCA provides 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 the UW budget number:

1. Review award terms & conditions for final documentation requirements & deadlines, ensure they will be met.
2. If necessary, fill out a Budget Extension Request. If Sponsor approval is required, submit 45 days before current award/budget period end date.
4. Review award expenditures & ensure allowability and allocability. If any expenditure does not belong, it must be removed before the FAD.
5. Make sure:
   a. All allowable project costs have posted to UW Budget number including any subaward invoices. Expenditures that post after the final financial report/invoice are the department's responsibility.
   b. Open balances & encumbrances have cleared the UW budget.
6. Provide closeout@uw.edu a copy of the final progress report and/or proof of submission.

If applicable, make sure:
1. Cost share commitments are met and posted in UW systems.
2. To complete Interim Cost Share reports when there is a gap between sponsor final deadlines and Faculty Effort Certification (FEC) cycles.
3. Program Income is spent in full.
4. Intellectual property has been reported to UW CoMotion.
5. Equipment Inventory: Review equipment closeout reporting guidance, and that final fabrication journal Voucher (JV) requests are submitted no later than 30-60 days after Budget Period end date.
6. To follow Subaward Closeout Recommendations:
   a. 30-60 days before subaward period end: remind subrecipients of final deadlines (progress report, invoices etc. per the terms of agreement).
   b. Before the FAD of prime award budget: confirm final invoice has been received, approved, marked final and payment has posted to UW budget.
   c. Closeout Blanket Purchase Orders (BPO) in Ariba: when there are unexpended funds and it is still in an “open” status.