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| Sponsored Programs Office |  |

# Award Closeout Checklist

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| **Award Information** | | | |
| AWARD ID |  | | |
| CLOSED BY |  | DATE |  |

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| **Final Financial Review** | | |  |
|  | **ITEM** | **VALIDATION** | **Date** |
| Within 90 DAYS of Award End Date | | | |
|  | WC Bursting email automatically sent within 90 days of project end date | Notice includes instructions on anticipated increase/extension, NCE requests, or wrapping up award. BA’s can access confirmation and details upon request | - |
|  | Review / confirm cost share commitments, including effort commitments, if applicable | Confirm cost share information posted to PPM is accurate. Reach out to department for confirmation/certification of 3rd-party in-kind |  |
|  | Review WC deliverables for accuracy and completeness |  |  |
| Within 60 DAYS of Award End Date | | |
|  | Review Property & Equipment reporting requirements, request property report from Asset Management Office, if applicable | Review property / equipment expenses (search by expenditure type) in PPM Manage Project Costs. If applicable, initiate invention and/or property report for internal routing. |  |
| Within 30 DAYS of Award End Date | | |  |
|  | Conduct expenditure review for allowability | Review Manage Project Costs for unallowable cost, review expenses posted in the final 30 days, test sample section of: p-cards expenses, domestic travel > $2,000 and 100% of foreign travel, and Equipment for allowability, allocability and compliance |  |
|  | Email PI and Dept. Accountant | Use email template “email to PI award expiring in 30 days” to start discussion on wrapping up spending on award, moving payroll, etc. |  |
| Within 30 to 90 DAYS After End Date | | |  |
|  | Conduct Indirect Cost Assessment to confirm all indirect costs have been properly calculated and capture | Verify the IDC Rate / Burden Schedule within the Award Module is correct and confirm the IDC has been properly assessed. |  |
|  | Confirm there are no open Purchase Orders and clear any outstanding Encumbrances | Review the Financial Details tab to see outstanding POs, follow up with AP as necessary.  Confirm there are not expenses outstanding in Committed Costs |  |
|  | Conduct final expenditure review, complete refunds or residual transfers as necessary to remove overdrafts and / or deficits | If refund required (>$25), work with AR team to process. If <$25 COH or overdraft, complete write-up/write-off (procedure document in Closout Folder ->Instructions -> Write Up\_Write Off\_IC Adj.\_procedure guide). |  |
|  | Confirm total expenses amount accurate. | Obtain confirmation from PI/designee that total expenses reflected in PPM accurate. |  |
|  | Confirm Cash Balance equals zero (expenses = invoiced amount = payments received & applied = revenue recognized) | Review the total Expenses within the Award module against the invoices generated & submitted, and the revenue recognized and cash received and applied in Contract Management module |  |
|  | Confirm all deliverables are submitted (Final Invoice/FFR/Final Property and Invention Reports), if applicable (60 – 120 days due date) | Review Terms in RoamWyo and confirm all financial deliverables have been submitted and copies uploaded in WyoCloud Contracts module. Technical Report confirmation is now part of Pre-Award procedure. |  |
|  | Fixed Prices Contracts | Fill out top portion of [UW forms](http://www.uwyo.edu/administration/financial-affairs/forms/index.html), located under OSP, and email to PI and main accountant to complete and return, include deadline to complete of 120 after award end date |  |

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| **PPM STatus Closeout (Award/Project/Contract)** | | |  |
|  | ITEM | VALIDATION | DATE COMPLETED |
|  | See Closeout BPQ |  |  |
|  | Close Associated Cost Share and Sub-Projects, if applicable | Instructions located in Closeout file – Instructions – WyoCloud Closeout Steps |  |
|  | Create Pre Award Closeout Notice TD | Initiate Pre Award Closeout Notice TD ticket and assign to appropriate ORED coordinator |  |