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?

2. □ Have all expenses been paid, e.g., invoices, travel reimbursements, etc.?

3. □ If there are mistaken charges, have you initiated cost transfers?

4. □ Are there any open encumbrances and requests? If so, close them if they are no longer needed.

5. □ Have all progress (technical), invention and/or property reports been submitted?

6. □ Have you notified RSP that all progress reports have been submitted? This prompts RSP 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 RSP.

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. □ Have all cost-share commitments been met?