

Award Closeout Checklist for Departments/Units

In an effort to ensure awards are closed out in an efficient manner, please use the following checklist as an award comes to an end.

90 DAYS PRIOR TO AWARD END DATE:

Review the rate of spending to the time left on the award.

If the award is underspent, consult with the Principal Investigator (PI) to determine if a No-Cost Extension (NCE) is needed to complete the project. If so, complete the [NCE Request form](#) and submit it according to the instructions on the form.

If the award is overspent or close to being overspent, consult with the PI to determine what expenses are needed to complete the project and where those expenses will be charged.

Review any budget categories that are overspent. Check the award terms and conditions to see if a revised budget needs to be sent to the sponsor for approval. If sponsor approval is needed, please complete the [Rebudget Request Form](#) and submit it according to the instructions on the form.

If cost share is required, review the cost share documentation to determine if cost share will be met. If you anticipate that cost share may not be met, please contact your [Sponsored Programs Accountant](#).

30-60 DAYS PRIOR TO THE AWARD END DATE:

Review labor charges and payroll encumbrances on the account.

Confirm with the PI that the salary has been correctly charged to the project.

Process an Electronic Personnel Action (EPA) for anyone who has future payroll encumbered on the account after the award end date.

Follow up with subrecipients.

Verify that all outstanding invoices have been paid.

Confirm that the final invoice will be sent within the timeframe specified in the subrecipient agreement.

Verify that tuition charges on the award are allowable and associated with the correct student(s). Ensure that the upcoming semester tuition charges will not be paid from the award.

Review planned expenses with the PI to ensure all charges will be for activities occurring before or on the award end date.

AFTER THE AWARD END DATE:

Review expenditures to ensure they are allowable, allocable, reasonable, consistent, and necessary per the terms of the agreement. Click [here](#) for a list of unallowable costs on federal awards.

Follow up with the PI to be sure that all pending expenses have posted.

If the account is overspent, be sure to move expenditures off of the account to bring it in line with the budget as soon as possible. Sponsored Programs Accounting (SPA) will not be able to send the final invoice until total expenses are equal to or less than the budgeted amount.

To keep additional expenses from posting to the account, contact the SPA accountant to expire the account. Click [here](#) for more information about expiring an account.

Provide service centers with a new account number for recurring charges. If a recurring charge is for a period that is beyond the award end date, the expense may need to be prorated or removed.

If the award has a cost share requirement, make sure the cost share has been met and the documentation forwarded to SPA.

Verify that all prior technical reports have been sent and follow up with the PI to verify that the final report and/or any deliverables will be submitted to the sponsor by the required deadline.

Follow up with subrecipients to make sure that all prior outstanding invoices have been paid and that the final invoice has been sent.

If equipment was purchased on this award, verify if the title vests with ISU or the sponsor. If the title vests with the sponsor, contact SPA to discuss equipment disposition options.

If any inventions, patents, or copyrights have resulted from this award, verify that the appropriate paperwork has been sent to the [ISU Research Foundation](#) office and ensure that SPA has been notified.

If the award is a fixed price award, and a residual balance exists, contact SPA and provide a 290 account number to have the [residual balance](#) transferred to.

