

**University of Florida**  
**Department Award Closeout Check List**

**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 Contracts and Grants (C&G) that all progress reports have been submitted? This prompts C&G to send the invoice.
7. ☐ Have sub-awardees submitted their final reports and invoices?
8. ☐ Does title to equipment (if any) remain with UF? If not, contact C&G.
9. ☐ Have you arranged to transfer employees paid from this award to another funding source?
10. ☐ Are all effort certifications for this award complete?
11. ☐ Have all cost-share commitments been met?

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pulled from University of Wisconsin website: [https://  
www.rsp.wisc.edu/closeout/Dept-Div\\_Closeout\\_Checklist-2011-07-06.pdf](https://www.rsp.wisc.edu/closeout/Dept-Div_Closeout_Checklist-2011-07-06.pdf)