Are you preparing to close an award?
If so, check the following:

1. Are you planning to request a No-Cost Extension (NCE) for this award? If so, the procedure and a sample NCE are available in the Grants and Contracts section of the Business Services policies webpage.

2. Are all expenditures allowable, allocable, reasonable and consistent with the terms of the agreement?

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

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

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

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

7. Have you notified OES that all progress reports have been submitted? This prompts OES to send the invoice.

8. Have all sub-recipients submitted their final reports and invoices?

9. Does title to equipment (if any) remain with UWEX? If not, contact OES.

10. Have you arranged to transfer employees paid from this award to another funding source?

11. Have you arranged to transfer regular billing (e.g., ICS, MDS, Fleet, and DoIT) to another funding source?

12. Are all effort certifications for this award complete?

13. Have all cost-share commitments been met and documented in WISDM?

Version: July 19, 2012
Developed by OES
For feedback, please contact: jesse.szeto@uwex.edu