

From: [Brian Prindle](#)
To: [Brian Prindle](#)
Subject: Award Expires Tomorrow (Sample)
Date: Wednesday, April 8, 2020 1:05:05 PM

Award Expires Tomorrow (Sample)

From: spa@uvm.edu
Sent: Friday, April 1, 2020 11:13 AM
To: Principal Investigator
Subject: Award Expires in 45-Days (PeopleSoft Award # TEST)

Award Identifiers:

Expiration Date: [April 2, 2020](#)
PI Name: [TEST](#)
Sponsor Name: [TEST](#)
Ref Award #: [TEST](#)
Award Title: [TEST](#)

Our records indicate your award will expire tomorrow.

Please forward this email to your department research administrator for assistance, as needed.

To keep in good standing with our sponsor, it is very important to adhere to the reporting requirements specified in the award document. There are typically three items to submit at closeout:

1. Final Technical Report: responsibility of the Principal Investigator (PI)
2. Final Financial Report: responsibility of SPA in collaboration with the PI and department administrator
3. Final Invention Statement (if applicable): responsibility of SPA in collaboration with the PI and department administrator

There may be other sponsor specific requirements but the first two are always required.

Final financial reports will be based on information recorded in the General Ledger (GL). SPA will submit the Final Financial Report (Final Invoice) to the sponsor no later than the due date in the award document. All expenditures must be incurred by the award expiration date. No new expenditures can be initiated at this point.

The following tasks need to be completed in the next 30 days "Adjustment Period":

- Review the GL to ensure that all posted transactions are award related and accurate.
- Ensure Purcard transactions are appropriately allocated to the award.
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Cost transfer off the award any expenses that are deemed unallowable.

- Where applicable, verify final transactions from other departments have posted.
- Confirm all required payroll has posted in the GL. Labor transfers must be completed such that final labor expenditures are posted in the GL during this Adjustment Period.
- Where applicable, verify cost sharing expenditures have been properly coded and recorded.
- Spending in excess of the authorized amount must be transferred to an appropriate funding source.
- If agreement allows the unexpended balance on a fixed-price contract or grant to be retained, the PI needs to request that SPA transfer the applicable residual balance in accordance with the [Residual Balances on Sponsored Agreements Procedure](#).
- Ensure on-time submission of all technical and other required reports to the sponsor.

For further information, please refer to [SPA's Award Closeout webpage](#).

If you have any questions, please contact your [SPA designated Financial Analyst](#).