

From: [Brian Prindle](#)
To: [Brian Prindle](#)
Subject: Award Expiring in 45 Days (Sample)
Date: Wednesday, April 8, 2020 12:55:30 PM

Award Expiring in 45 Days (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: [May 15, 2020](#)
PI Name: TEST
Sponsor Name: TEST
Ref Award #: TEST
Award Title: TEST

Our records indicate your award will expire in approximately 45 days.

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

If you anticipate that additional time to complete the project is needed, it is now time to request a no cost extension by following the [SPA's No Cost Extension Procedure](#) and get in touch with SPA if you have any questions.

If you anticipate completing the project without the need for additional time, please use the guide below to help prepare for an orderly financial close.

- Review labor charges and confirm salary is charged correctly to the project.
- Verify that tuition charges on the award are associated with the correct student.
- Verify all equipment expenditures are appropriately charged and accounted for.
- Review all expenditures to ensure they are allowable, allocable, reasonable, and consistent with the terms of the agreement, including cost share obligations, if applicable.
- Verify with any subrecipients, they will be completing the project on time.
- Close encumbrances that are no longer required.
- Review the "Award is expiring in 90-days" message and complete any outstanding items.
- Verify the project is current with all prior technical report submissions.
- Prepare to submit the final technical report on or before the required deadline.

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

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