

From: [Brian Prindle](#)
To: [Brian Prindle](#)
Subject: Award Expiring in 90 Days (Sample)
Date: Wednesday, April 8, 2020 1:08:24 PM

Award Expiring in 90 Days (Sample)

From: spa@uvm.edu
Sent: Friday, April 1, 2020 11:13 AM
To: Principal Investigator
Subject: Award Expires in 90-Days (PeopleSoft Award # TEST)

Award Identifiers:

Expiration Date: [June 1, 2020](#)
PI Name: [TEST](#)
Sponsor Name: [TEST](#)
Ref Award #: [TEST](#)
Award Title: [TEST](#)

Our records indicate your award will expire in approximately 90 days.

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

Principal Investigators (PIs) are responsible for overseeing the proper closeout of sponsored projects and timely submission of all required reports. There are typically three items to submit at closeout:

1. Final Technical Report: responsibility of the 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.

Starting on the tasks listed below will help ensure that all of the closeout tasks can be completed prior to the sponsor deadlines.

- Ensure all allowable and allocable expenses are charged to the project.
- Equipment ordered or purchased within 90-days of an award end date will require a written justification to explain the special circumstances or may need sponsor approval.
- Begin reviewing the award's financial records to ensure all valid, allowable expenditures will post to the award the month before the final invoice is due.
- Complete any necessary final financial adjustments by the end of the award.
- Review cost share commitments as follows:

- Ensure cost share expenditures are posted correctly to the cost share chartstring per cost share agreement.
- Obtain all documentation from any third party contributions and provide to SPA Financial Analyst.
- Confirm with all subrecipients that their cost share commitment will be fulfilled and reported.

If you anticipate that you will need a no cost extension, please follow the [SPA's No Cost Extension Procedure](#).

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

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