The Associate Director of Grant & Contact Accounting will email the Grant Officers (GOs) around the 28th each month with a list of awards only, ending in approximately 90 days. The Grant Officer of the main award will review the list for accuracy and send the following Notice of Expiring Award email notification to the PI, Co-PI, department administrator and/or business office. The email notification will be electronically filed with the award.

Notice of Expiring Award

TO: PI and Department Administrator

CC: Co-Investigators that have a project line under the award

FROM: Grant Officer

DATE: MM/DD/YYYY

SUBJECT: Award Title / UND00XXXXX – 90 Day Notice of Expiring Award

Award [Sponsor Award #] funded by [Sponsor] is ending [Month, Day, Year]. Please review the steps below for proper closeout of the award. Instructions to run sponsored project reports, including PI Reports, may be found here.

1. Determine if a No Cost Extension (NCE) is needed. The Research & Sponsored Program Development (RSPD) Request for Modification form must be completed for all NCE requests. If you are already processing a NCE request, notify your grants officer. If a NCE is not necessary, follow Steps 2 through 6.

2. Review all charges, including payroll and outstanding encumbrances, to ensure they are allowable and properly allocated. Excessive spending within the last 90 days of the award may be scrutinized.

3. Update the fund or account string for payroll, printing, postage, telecom, etc. to prevent charges from being posted outside the award period.

4. Review cost share to ensure commitments will be met and the expenses are allowable.

5. Review subrecipient's expenses to ensure they are allowable, deliverables are up to date, billing is current, final invoicing and reporting deadlines will be met.

6. Review the award terms and conditions for final deliverables or reporting.

Please share this notification with others as you see fit. If you have any questions, feel free to contact me.