



UNIVERSITY OF
NORTH DAKOTA
GRANT & CONTRACT ACCOUNTING

The Associate Director of Grant & Contract Accounting will email the Grant Officers (GOs) around the 28th each month with a list of awards only, ending in approximately 90 days. The GO 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 CBO. 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 (GO)
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. **NEW:** Determine if a No-Cost Extension (NCE) is needed. Follow the [No-Cost Extension \(NCE\) Procedure for Internal Approval](#) and submit the request to your Grants Officer (GO). If a NCE is not necessary, follow Steps 2 through 8.
2. Review all charges, including payroll, to ensure they are allowable and properly allocated. Excessive spending within the last 90 days of the award may be scrutinized.
3. **NEW:** Expenses incurred after the end date must be removed. A [Cost Transfer Justification Form](#) is required as backup to the correcting transaction.
4. Update the fund or account string for payroll, printing, postage, telecomm, etc. to prevent charges from being posted outside the award period.
5. **NEW:** Review outstanding encumbrances. If an encumbrance is not fulfilled before the award end date, it should either be closed or moved to a different funding source. There should be no outstanding encumbrances once the award ends.
6. Review cost share to ensure commitments will be met and the expenses are allowable.
7. 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.
8. 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.