From: . IT-ES MyUFL

To: PI, Departmental Admin

RE: Expiration Notice for Your Award (PeopleSoft Project #XXXXXXXX)

University records indicate that the following award **EXPIRED ON 20XX-XX-XX**:  
  
**Sponsor Name:** SPONSOR NAME

**Title:** AWARD TITLE

**Award #:** XXXXXXXX

**Award REF#:** SPONSOR REFERENCE NUMBER  
**PeopleSoft Project #:** XXXXXXXX  
  
Please make sure that you have addressed the issues mentioned in the previously sent 45 day close out notice. In addition, please check with your payroll office to verify that employees are no longer being paid from this award.  
  
Please refer to your Contracts & Grants Research Administrator, (RA Last Name, RA First Name, 352-XXX-XXXX), for additional assistance. Remember that they will be preparing the financial reports for your sponsor. Please have your fiscal and payroll support staff contact them to ensure timely resolution of any outstanding matters on your project.