From: . IT-ES MyUFL

To: PI, Departmental Admin

RE: 45 day Closeout Notice for Your Award (PeopleSoft Project #XXXXXXXX)

University records indicate that you have an award that will expire in approximately 45 days. This award is identified as:  
  
**Sponsor Name:** SPONSOR NAME  
**Title:** AWARD TITLE  
**Award #:** XXXXXXXX  
**Award REF #:** SPONSOR REFERENCE NUMBER  
**PeopleSoft Project #:** XXXXXXXX  
**Expiration Date:** 20XX-XX-XX  
  
It is now time for you to review the progress of your project and either:

|  |  |
| --- | --- |
|  | Complete the project by the Expiration Date |
|  | OR |
|  | Obtain a No Cost Extension in order to complete the project. To request this extension please follow the DSP [No Cost Extension](http://www.research.ufl.edu/research/ncextension.html) link. |

If you expect to complete this project on time our records indicate that your Sponsor requires the following information to be submitted for closeout purposes:

**As the PI, you have primary responsibility for:**

* No incomplete milestones.

**We would also call your attention to the following unique requirements:**

* No unique requirements are pending.
* Subcontractors - if you have engaged a subcontractor, it is time to check on their progress towards finishing their work scope. Remember that the University of Florida must receive their final invoice before we can close out your award.

**Your department fiscal/administrative staff will need to assist the Core offices (e.g., DSP and CnG) with the following items:**

* No incomplete milestones.
* Encumbrances - please work with your department fiscal and administrative personnel to clear existing budget encumbrances including travel, purchase orders, and other unpaid invoices before the project end date. Click [here](http://prod-apache.erp.ufl.edu/myufl/uf_ri/uf_ep_ri_nav_search_results.php?project_select%3dequals%26PROJECT%3d00113121%26REPORT_0_TYPE%3dOpen_Encumbrance_Summary%26REPORT_TYPE_CNT%3d1) to review your latest closed month's encumbrance report. Please note that if you have no encumbrances, then no report will be available.
* Cost Sharing - if your project committed cost sharing it would be a good time to ensure that all amounts have been properly reflected. To check the current status of cost sharing please use myUFL (Grants → Review → Cost Sharing Report) and select the option "C" to run a report for the History by Contract (all projects including subprojects).

As we near the end of your funding period, please continue to monitor the award's available balance by clicking on this link  
[myinvestiGator](https://myinvestigator.erp.ufl.edu/ProjectSummary/ProjectSummary?ProjectId=00113121).  
  
Your Contracts & Grants Research Administrator is (RA Last Name, RA First Name, 352-XXX-XXXX)  
  
Finally, please remember to take into consideration any Subprojects to ensure coordination with your fellow investigators for closeout purposes.