

From: [Brian Prindle](#)
To: [Brian Prindle](#)
Subject: Award Expires Tomorrow (Sample)
Date: Wednesday, April 8, 2020 1:05:05 PM

Award Expires Tomorrow (Sample)

From: spa@uvm.edu
Sent: Friday, April 1, 2020 11:13 AM
To: Principal Investigator
Subject: Award Expires in 45-Days (PeopleSoft Award # TEST)

Award Identifiers:

Expiration Date: [April 2, 2020](#)
PI Name: [TEST](#)
Sponsor Name: [TEST](#)
Ref Award #: [TEST](#)
Award Title: [TEST](#)

Our records indicate

- Cost transfer off the award any expenses that are deemed unallowable.
- Where applicable, verify final transactions from other departments have posted.
 - Confirm all required payroll has posted in the GL. Labor transfers must be completed such that final labor expenditures are posted in the GL during this Adjustment Period.
 - Where applicable, verify cost sharing expenditures have been properly coded and recorded.
 - Spending in excess of the authorized amount must be transferred to an appropriate funding source.
 - If agreement allows the unexpended balance on a fixed-price contract or grant to be retained, the PI needs to request that SPA transfer the applicable residual balance in accordance with the [Residual Balances on Sponsored Agreements Procedure](#).
 - Ensure on-time submission of all technical and other required reports to the sponsor.

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

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