EXAMPLE OF THE NEW AWARD CLOSEOUT NOTICE (except clinical trials)

NEW!

Subject: Notice of Pending Award Closeout for The Sleep Pattern Study

To: Adam Grant (Principal Investigator)
CC: <Dept Administrator, GCFA, OSR GO, and Sponsored Closeout email account>

Email Body:

Dear Professor Grant,

You are receiving this email because our records indicate that your award or contract has a project period end date within 90 days.

Sponsor: NSF

Title: The Sleep Pattern Study
NUFinancials Award and Project Number: SP000xxxx, 600xxxxx
Sponsor Award Number: xxxxxxx
Project Period End Date: 09/29/2016

Principal Investigator Action Required:

In advance of the upcoming end date, please contact your administrator <Dept Administrator> to discuss the following options:

- **No Cost Extension (NCE)** – Necessary when you need more time to complete the technical aims of the project. Please discuss your effort commitment with your administrator.
- **Option period or anticipated outyear of funding pending -** You may need to request prespending in order to continue posting expenses to your award or you may need to request carryforward approval for an unspent balance.
- **Competing renewal pending –** You may need to request prespending if you need to begin posting expenses on your new award prior to its formal receipt and/or start date.
- **Project will be completed by the project period end date** 09/29/2016 – Please create a final spending and closeout plan with your administrator and departmental financial staff.

Research Administrator Action Required:

Please send an email to the Accounting Services for Research and Sponsored Programs (ASRSP) administrator, GCFA name for the award with an update on the options selected. Please refer to the Closeout Section of the ASRSP website for further requirements.

Thank you in advance for your cooperation!

Sincerely,

ASRSP GCFA NAME
Accounting Services for Research and Sponsored Programs
Northwestern University
<Email address>
<Phone number>

> Download the Award Closeout Checklist. Access the first tab, DEPT, to review the department specific tasks.