

October 3, 2020

Memorandum

To: Principal Investigator
From: Grants and Contracts Analyst
Subject: 28XXX – Grant Name/PI's Name Pre-termination Closeout Notification

Our records indicate that the budget/project for the above referenced project is scheduled to end on **December 31, 2020.**

Please note:

☐ A financial report will be due. Ensure all expenditures have been posted to this account.

☒ This account has an unspent balance of \$20,000.00, as of September 30, 2020.

Please review and coordinate with Purchasing concerning and encumbrances that are no longer
☒ valid. All encumbrances will need to be liquidated within 90 days of Project End Date.

This project requires cost sharing. A companion project account number has been set up for your project number. This companion account must contain all costs for which you intend to include as cost share for this project. Costs not included on the companion account cannot and will not be included as cost share for this project.

Please coordinate with OSP concerning a request for a no-cost extension or an
☒ amendment on this project.

CC:

