

February 20, 2020

**To:** Principal Investigator  
**From:** OSP  
**Subject:** Grant Fund 25555 Closeout Letter

Our records indicate that the budget/project period for the above referenced project ended on  
**January 31, 2020**

Please note:

☒ A final report is due. Please inform this office as to any charges occurring after  
☒ the end date that apply to the current grant period.

☒ This account has an unspent balance of **\$481.71**.

☐ Please indicate any encumbrances that are no longer valid. All other encumbrances will need to be  
☐ liquidated within 90 days of Project End Date.

☒ Please inform this office as to whether a time extension has been granted by the agency.

☐ This project required cost sharing. A cost share fund 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 will not  
☐ be included as cost share for this project.

After you review, please sign, date and return this form to OSP within two (2) weeks. If you have any questions  
regarding this account, feel free to contact us.

Remarks:

**The following individuals are being paid from this fund: John Doe, Jane Doe, Wanda Doe, and John Smith.  
Please submit new cost allocations to stop salary charges to this grant fund.**

I hereby certify that the accounting statements are true and correct to the best of my knowledge and that all  
expenditures reported herein have been made in accordance with the appropriate policies and for the purpose  
set forth in the grant application and award documents.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date