

From: [Liz Ortiz](#)
To: [Liz Ortiz](#)
Subject: FW: EXPIRING AWARD NOTICE
Date: Thursday, December 07, 2017 8:31:57 AM

Expiring Award Notice

THE CONTROLLER'S OFFICE RECORDS INDICATE THAT YOUR GRANT WILL EXPIRE

ON: 2/28/2018

Speed Type: 145386
AR0000000007552

Project Grant Number: S12100000000769

GAID:

Sponsor: NATIONAL SCIENCE FOUNDATION
MCB-1253565

Project Description: NSF

Principal Investigator: Chen,Min

Research Accountant: Rodak, Gregory J.

***If you are expecting your award to continue (i.e. multi-year award) or if you would like to pursue a no cost extension, please work with OPAM and also inform your Research Accountant to leave the award open.**

No Cost Extension Guidelines link:

<https://www.umass.edu/research/awards/administration/no-cost-extensions>

OPAM staff directory link: <https://www.umass.edu/research/engagement/about/directory>

***If this is indeed the final year of your award, please complete the closeout process and inform your Research Accountant that the award should be closed.**

Closeout Process link: (under construction – link to our website for now:

<http://www.umass.edu/controller/research-accounting-0>).

During the final months of your close-out process, you are responsible for, but not limited to the following:

1. *Process all invoices timely to Account Payable and ensure the expense is posted to your award.*
2. *Review your open encumbrances and liquidate them, if necessary.*
3. *Reconcile any outstanding advances.*
4. *Notify Telecommunications to cancel all future telecom charges on this award.*
5. *Stop all postage, recharges and procard charges.*
6. *Work with the Property Office to have all grant-related equipment tagged.*
7. *Process all outstanding deliverables (i.e. Tech. Reports or Narratives) as required by the sponsor.*
8. *Confirm with your Research Accountant your total mandatory cost share, if applicable.*
9. *Notify your Research Accountant if there are any issues between you and your sponsor regarding your deliverables.*

Please note: Failure to comply with the closeout process could jeopardize future funding from this sponsor and/or could generate major audit findings during the audit of the University's Research Award Program. We must prepare final reports and billings within 30 days after the end date or as required by the terms and conditions of your award.

Please contact your Research Accountant, referenced above, with any questions or concerns.

Thank you.

Research Accountant staff directory link: <http://www.umass.edu/controller/research-accounting>

