

-90 DAY AUTOMATED EMAIL

Subject Line: Action Required: 90-Day Notice: Upcoming Award Closeout for **AWD-XXXXXX**. Ends **MM/DD/YYYY**, PI: **Last, First**

Hello,

This is an automated notice from a non-monitored email address based on the current award end date listed in Workday.

Our records indicate that your award, "**INSERT AWARD NAME**" (**AWD-XXXXXX**), is scheduled to expire in 90 days on **MM/DD/YYYY**. The purpose of this email is to support timely award closeout and ensure institutional and sponsor deadlines are met.

If the award will end on MM/DD/YYYY:

- Review the Department/Division Award Closeout Checklist available on the [RSP website](#).
- Review the Award Closeout guidance, including commonly disallowed charges on sponsored projects.
- Ensure supporting documentation and required approvals are maintained for all award expenditures.

If you anticipate a No-Cost Extension or future funding:

- Review the procedures outlined in the [RSP No-Cost Extension Guide](#).
- Notify your Divisional Office and your RSP accountant as soon as possible regarding the anticipated extension or future funding.

If a no-cost extension has already been submitted or additional years of funding are expected, this courtesy email may be disregarded. For multi-year awards, if you are unsure whether this notice is applicable, please reach out to your department/center administrator, Divisional Office, or RSP accountant for clarification.

If there are co-PIs or other staff who may assist with award management and closeout activities, please forward this notice as appropriate.

-60 DAY AUTOMATED EMAIL

Subject line: Action Required: 60-Day Notice: Upcoming Award Closeout for **AWD-XXXXXX**. Ends **MM/DD/YYYY**, PI: **Last, First**

Hello,

This is an automated notice from a non-monitored email address based on the current award end date listed in Workday.

Our records indicate that your award, "**INSERT AWARD NAME**" (AWD-XXXXXX), is scheduled to expire in **60 days on MM/DD/YYYY**. To support timely award closeout and ensure all institutional and sponsor deadlines are met, please review the information below and take any applicable actions.

If the award will end on MM/DD/YYYY:

- Review the Department/Division Award Closeout Checklist available on the RSP website
- Review the [Award Closeout webpage](#), including the list of commonly disallowed charges on sponsored projects.
- Ensure supporting documentation and required approvals are maintained for all award expenditures.

If you anticipate a No-Cost Extension (NCE) or future funding:

- Review the procedures outlined in the [RSP No-Cost Extension Guide](#).
- Notify your Divisional Office as soon as possible.

If you have submitted an NCE request in RAMP that has not yet been completed, follow up with the RAMP Specialist assigned to the AMR.

If a no-cost extension has already been submitted, additional funding is anticipated, or you have already communicated with your Divisional Office and RSP accountant regarding the status of this award, this notice may be disregarded.

If you have a multi-year award and are unsure whether this notice applies, please contact your department/center administrator, Divisional Office, or RSP accountant.

If there are co-PIs or other staff who may assist with award closeout activities, please forward this notice as appropriate.

-30 DAY AUTOMATED EMAIL

Subject line: Action Required: 30-Day Notice: Upcoming Award Closeout for **AWD-XXXXXX**. Ends **MM/DD/YYYY**, PI: **Last, First**

Hello,

This is an automated notice from a non-monitored email address based on the current award end date listed in Workday.

Our records indicate that your award, "**INSERT AWARD NAME**" (AWD-XXXXXX), is scheduled to expire in **30 days on MM/DD/YYYY**. With the award end date approaching, please review the information below and take any applicable actions to support timely award closeout and compliance with sponsor requirements.

If the award will end on MM/DD/YYYY:

- Review the Department/Division Award Closeout Checklist available on the RSP website.
- Review the [Award Closeout webpage](#), including the list of commonly disallowed charges on sponsored projects.
- Ensure supporting documentation and required approvals are maintained for all award expenditures.
- Begin addressing any outstanding financial, reporting, payroll, purchasing, or subaward issues that could delay closeout.

If you anticipate a No-Cost Extension (NCE) or future funding:

- Review the procedures outlined in the [RSP No-Cost Extension Guide](#).
- Notify your Divisional Office as soon as possible.

If you submitted a No-Cost Extension (NCE) request in RAMP and it has not yet been completed, follow up with the RAMP Specialist assigned to the AMR.

If a no-cost extension has already been submitted, additional funding is anticipated, or you have already communicated with your Divisional Office and RSP accountant regarding the status of this award, this notice may be disregarded.

If you have a multi-year award and are unsure whether this notice applies, please contact your department/center administrator, Divisional Office, or RSP accountant.

If there are co-PIs or other staff who may assist with award closeout activities, please forward this notice as appropriate.

DAY 0 AUTOMATED EMAIL - AWARD ENDED

Subject line: Action Required: Official Award End Date Has Passed for **AWD-XXXXXX**.
Ended **MM/DD/YYYY**, PI: **Last, First**

Hello,

This is an automated notice from a non-monitored email address based on the current award end date listed in Workday.

Our records indicate that your award, "**INSERT AWARD NAME**" (**AWD-XXXXXX**), reached its end date on **MM/DD/YYYY**, and the formal award closeout period is now underway. If a no-cost extension has been submitted, additional years of funding are expected, or if you have already communicated with your Divisional Office and RSP accountant regarding the status of the end of this award, this message can be disregarded. If you have a multi-year award, this auto-generated notice may not apply to you. If you are unsure, please contact your department/center administrator, your Dean's office, or your RSP accountant.

To support timely award closeout and ensure institutional and sponsor deadlines are met, please review the information below and take any applicable actions.

If no action has been taken yet regarding this award, please review the options below:

- **If the award is officially complete:** We need to begin the closeout process as soon as possible to meet sponsor deadlines. Please review the Department/Division Full Award Closeout Checklist on the [RSP website](#) and contact your Divisional Office and RSP Accountant today. Also, review the Award Closeout list of commonly disallowed charges on grants and ensure that backup documentation and approvals are on file.
- **If you submitted a No-Cost Extension (NCE) request in RAMP and it has not been completed in the system yet.** Please follow up with the RAMP Specialist assigned to the AMR.
- **If you still intend to request a No-Cost Extension (NCE) or expect future funding:** Because the award end date has now passed, time is of the essence. Any requests submitted after a sponsor's designated deadline require sponsor approval and carry an increased risk of denial. Please immediately review the extension procedures [here](#) and contact your Divisional Office and RSP Accountant today, so it can be determined if a late extension is possible.

If there are co-PIs or other staff who may assist with award closeout activities, please forward this notice as appropriate.