

**A-1: Template of automatic notifications: 90 days prior, 30 days prior, and on expiration date**

Applicability: All Contract & Grant awards meeting the criteria indicated above.

Subject: [Grants] IMPORTANT NOTICE: Sponsored Award Project Period Expires in 90 Days

The project period referenced below **will expire in 90 days**. The current fund balance as of this notice is: \$xx,xxx.xx. You can view the current balance at the PI Portal: <https://piportal.research.ucla.edu>.

PI Name:	
Project Title:	
Sponsor Name:	
Project Period Expiration Date:	
Sponsor Award Number:	
Fund Number:	
Project Period:	
Award Type:	
Department Name:	
UCLA Award Number:	
EFM Contact:	
OCGA Contact:	

Please complete all necessary actions below:

1) **ENSURE ALL DELIVERABLES HAVE BEEN COMPLETED AND SUBMITTED TO SPONSOR (including):**

- Progress/Scientific/Technical Reports
- Equipment Reports
- Milestone/Deliverable Reports
- Invention Statements

2) **FUND IS READY TO CLOSE:**

- Complete the Closeout Packet and submit to EFM by the deadline.
- Collect Final Subawardee Invoice for the budget period (final subawardee invoices are due to UCLA 45 days after the budget end date, unless otherwise noted in the terms and conditions)
- Complete and submit on-line carry forward request form, if applicable, using the following link.  
[http://www.research.ucla.edu/ocga/forms/Email\\_Approval\\_d2.htm](http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm)

3) **FUND IS TO REMAIN OPEN:**

- For No Cost Extension request or Amendment Request (Renewal, Additional Funding, etc.), please complete and submit on-line request form to OCGA using the following link.  
[http://www.research.ucla.edu/ocga/forms/Email\\_Approval\\_d2.htm](http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm)
- Notify the EFM contact regarding the submitted request for No Cost Extension.

Notifications sent 90 days prior to the fund expiration, 30 days prior to the fund expiration, and on the expiration date contain the same key information as noted above.