

From: UCLA Research Admin <DoNotReply@research.ucla.edu>

Sent: Tuesday, August 20, 2024 2:10 PM

To: departmentgeneral@ucla.edu; joebruin@ucla.edu

CC: principalinvestigator@ucla.edu

Subject: 90-days: IMPORTANT NOTICE: Sponsored Project, Fund XXXXX Expires in 90 days

The fund referenced below will expire in (90 days | 30 days | has expired). The budgetary balance as of this notice is: \$xx,xxx.xx. If there are any expenses that have incurred already but have not yet posted to the general ledger, the budgetary balance in this notice does not reflect those yet. Details of such expenses can be provided by the department fund manager.

PI Name	
Project Title	
Sponsor Name	
Sponsor Award Number	
Fund Number	
Budget Period	
Project Period	
Award Type	
Department Name	
UCLA Record Number	
Department Fund Manager	
EFM Contact	
OCGA/TDG/CTAO Contact	

When a fund is ready to close:

- Complete and submit a closeout packet (COP) to EFM by the deadline. COP deadlines can be found at <https://efm.research.ucla.edu/closeout-deadlines/>
- Complete and submit the on-line carry forward request form, if applicable, using the following link: <https://ocga.research.ucla.edu/prior-approval-request/>
- Ensure all non-financial deliverables have been completed and submitted to sponsor (including)
 - o Progress/Scientific/Technical Reports
 - o Equipment Reports
 - o Milestone/Deliverable Reports
 - o Invention statements

A fund should remain open only in the following cases and EFM Accountant should be notified:

- Subawards where continuing year funding for the same project period is expected to be executed on the same fund number OR
- A request to extend the performance period (No Cost Extension) has been submitted to the sponsor through OCGA/TDG/CTAO.
 - o For No Cost Extension requests - to OCGA, complete and submit the on-line request form using the following link: <https://ocga.research.ucla.edu/prior-approval-request/>
 - o Please contact the corresponding office for awards processed by the Technology Development Group (TDG): <https://tdg.ucla.edu/ucla-researchers-innovators/industry-sponsored-research> or the Clinical Trials Contracts & Strategic Relations (CTCSR): <https://www.researchgo.ucla.edu/contract-grant-setup-and-management>

Disclaimer: This notice has been generated automatically based on the fund end date. If this does not apply to the award identified in this message, please check with your department administrator.