

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; efmteam4@research.ucla.edu
Subject: Fund XXXXX - IMPORTANT NOTICE: Closeout packet due date is upcoming

The closeout packet deadline for Fund xxxx is fast approaching. If a closeout packet has been submitted to EFM, disregard this notice. If a request to extend the performance period has been submitted to the sponsor, please let your EFM accountant know.

If a closeout packet is not received by the deadline of: **dd/mm/yy**, the final financial deliverable will be issued in accordance with the Financial Closeout of Sponsored Projects Procedure. The award administering unit assumes financial responsibility for costs not claimed in the final invoice or financial report.

The current 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:	
Fund End Date:	
Sponsor Award Number:	
Fund Number:	
Project Period:	
Award Type:	
Department Name:	
UCLA Award Number:	
EFM Contact:	
OCGA/TDG/CTAO Contact:	

As applicable, the closeout packet must include:

- Balances of restricted funding,
- Cost share report with detailed general ledgers to support the costs claimed,
- Unliquidated obligations for NIH training grants,
- Unrestricted FAU's to cover cost overruns,
- Policy 913 assurances with justifications, etc.

If a high unexpended balance with a carry forward restriction exists on the fund, please confirm all expenses incurred for the project are properly recorded to the project fund and submit carry forward request to the sponsor through the office that processed the award for prior approval. A delayed request and/or lack of reasonable explanation may place the balance at risk for use.

Disclaimer: This notice has been generated automatically based on the closeout packet due date to EFM.