

## Revising Final Financial Deliverables

### APPENDIX A – Final Financial Deliverable Revision Request Form

Complete the form below to request a revised final<sup>1</sup> invoice and/or financial report and submit it to your EFM contact along with a revised closeout packet. Prior to submission, all the following conditions must be satisfied:

1. All allowable and applicable expenses are posted to the general ledger.
2. All unallowable and inapplicable expenses are transferred out.
3. All encumbrances and memo-liens are cleared.

Sponsor		Fund Number	
Principal Investigator		Original due date of the final	
Date of Revision Request		Submission date of the original final	
Department	Name	Amount to be reported in the revised final (A)	
	Code		
Department Administrator	Name	Amount reported in the original final (B)	
	Email		
	Phone	Increase (Decrease) Amount (A-B)	
For a revision request increasing expenses, provide a department unrestricted FAU for unreimbursed expenses if the sponsor rejects the revision (account-cost center-fund)			

I, on behalf of the Principal Investigator, request a revised final financial deliverable to be submitted to the Sponsor. The Closeout Packet previously submitted is no longer an accurate representation of the financial status of the fund. Attached is a revised Closeout Packet. I confirm that all allowable and applicable expenses for the project are posted to the general ledger, all unallowable and inapplicable expenses are transferred out and all encumbrances and memo-liens are cleared.

I. Reason(s) why a revision is necessary and circumstances that caused the final to be inaccurate and/or incomplete.

II. Management action plan to prevent this from occurring in the future.

If more space is needed, attach a supplemental letter. Is it attached?  YES  NO

EFM's approval of a revision request does not guarantee sponsor approval. If the revised final is rejected by the sponsor, the Department is financially responsible for unreimbursed expenses that were not included in the original final.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
[Department Research Administrator – Name and Signature]

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
[PI – Name and Signature]

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
[Department CFO, CAO, or Director – Name and Signature]

For more information about the revision process, refer to “Fund Closeout” section on the EFM website.

<sup>1</sup> If an award has Multiple Fund Numbers assigned to One Award (MFNOA), final financial deliverables are set up for each fund number in PAMS and a revision may apply.