



## Sample E-Notification:

### *25% of Funds Remain to Spend on Award*

Office of Sponsored Projects & Industry Partnerships

March 2, 2010

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#### **When will an E-Notification be sent out?**

An E-Notification will be sent the day after 75% of the funds have been spent.

#### **Who will receive an E-Notification?**

Principal Investigator, Division Support Staff (i.e. Business Managers, Division Analysts), and OSPIP Contracts Officers.

#### **E-Notification Content:**

**Subject Line:** 25% of Funds Remain

Sponsor Name:  
LBNL Award No.:  
Sponsor Award No.:  
Primary ProjID:

Expiration Date:  
Days from Expiration:  
Total Funding:  
Costs to Date:  
Unspent funds:

This is an automated E-Notification. Please do not reply to the e-mail addresses above. The E-Notification is sent to the PI, Division Support Staff, and the OSPIP Contracts Officer.

This notice is being sent to allow for the planning of a timely request for additional funds or the orderly close out of this award. This award has 25% or less of the committed funding left to expend. You may get multiple notifications if you also overspent your award in the same time frame. If you have already taken action to add additional funding to this award, please disregard this notice.

If you anticipate your research will need additional funding to complete the scope of work and the Sponsor has agreed to this request, please contact your division analyst and/or the OSPIP Contracts Officer assigned to you. They can assist you in working with the Sponsor to obtain the requested funding. You can look up the OSPIP Contacts Officer assigned to your research division at [http://www.lbl.gov/Workplace/CFO/ospip/ospip\\_contactus.html](http://www.lbl.gov/Workplace/CFO/ospip/ospip_contactus.html).

If no additional funds are anticipated, please ensure that no costs are incurred beyond the expiration date nor in excess of total committed funding. If you are planning for this award to be complete by the Expiration Date, please refer to the

LBNL Close Out procedures on the LBNL Office of Sponsored Projects & Industry Partnerships' Website at  
[http://www.lbl.gov/Workplace/CFO/ospip/postaward\\_closeout/closeout/index.html](http://www.lbl.gov/Workplace/CFO/ospip/postaward_closeout/closeout/index.html)

For an up to date summary of information regarding your award, please review the **Award Management Report** found in **BRS**:

<https://anchovy.lbl.gov:8281/berkeley-rcl/actions/loginPromptAction.do>

- Please login using your LDAP credentials.
- Click on the "**Work for Others**" folder and then double-click the "**Award Management Report**" link on the right.
- A prompt page will pop up. From there select one or more Divisions (this is required). Then click on the "By Award" option button on the far right of the page.
- Enter the LBNL Award No. cited above to access the **Award Management Report**.

Note that the Award Management Report is case, number, and symbol sensitive.