



## Sample E-Notifications:

### *Award Expiration*

Office of Sponsored Projects & Industry Partnerships

March 2, 2010

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

90 days, 60 days, and 30 days before the Expiration Date of an award. The Expiration Date is the last day that the Sponsor has contractually given LBNL to spend the current committed funds.

#### **Who will receive an e-mail?**

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

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

**Subject Line:** Award Expiration

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. It is sent to the PI, Division Support Staff, and the OSPIP Contracts Officer.

This E-Notification is sent to allow for the planning of a timely extension (including additional funds) and/or orderly closeout of this award. This notice will be automatically sent at 90 days, 60 days and 30 days before the Expiration Date for this Award as noted above. Therefore, you may receive multiple notifications.

If you have already taken action to extend this award, please disregard this notice. If this award will not be extended, please ensure that no costs are incurred beyond the expiration date nor in excess of total funds in.

If you anticipate your research will need to continue past the current Expiration Date or if you have questions, please contact your division analyst and/or OSPIP Contracts Officer assigned to your research division. (You can look up your OSPIP Contracts Officer at [http://www.lbl.gov/Workplace/CFO/ospip/ospip\\_contactus.html](http://www.lbl.gov/Workplace/CFO/ospip/ospip_contactus.html)) They can assist you in obtaining the necessary extension (including additional funding) for your award.

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

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

- Please log in 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**.

Please note that this notice will continue to be sent every 30 days until the expiration date is updated or the award is closed. There will be a different notice sent when Award closes which will outline the Award Closeout procedures. The LBNL Closeout procedures can be found 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)