



## Sample E-Notifications: *Costs Exceed Award Funding*

Office of Sponsored Projects & Industry Partnerships

March 2, 2010

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### **When will an E-mail Alert to be sent out?**

An E-Notification will be sent after actual costs have exceeded current committed funding; in essence, the award is overspent.

### **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 Funding Overspent

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 and it is being sent to the PI, Division Analyst, OSPIP Contracts Officer, and Accounts Receivable. Please do not reply to the e-mail addresses above.

If you have already taken action to add additional funding to the above award, corrected an error and had the costs transferred, or the award is on "Bridge Funding," please disregard this notice. If this award doesn't fall into one of these scenarios, please read on:

This notice is being sent to let you know that the costs on the above award have exceeded its current committed funding. If you believe that there has been an error, please contact your research division analyst to resolve the problem. The award and associated projects will remain open for at least a full 30 day accounting period to allow you and your division analyst to make any corrections. If the award is still fully expended or in an overspent position at the end of the accounting period, the award and associated projects will automatically close the beginning of the following month.

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 and move into the closeout phase, please refer to the LBNL Close Out procedures on the LBNL Office of Sponsored Projects & Industry Partnerships [Website](http://www.lbl.gov/Workplace/CFO/ospip/postaward_closeout/closeout/index.html) ([http://www.lbl.gov/Workplace/CFO/ospip/postaward\\_closeout/closeout/index.html](http://www.lbl.gov/Workplace/CFO/ospip/postaward_closeout/closeout/index.html))

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 divisional support staff and/or OSPIP Contracts Officer assigned to you. (See [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 working with the Sponsor for the necessary funding.

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