



Sample E-Notifications: *Award Closeout*

Office of Sponsored Projects & Industry Partnerships

March 2, 2010

When will an E-Notification be sent out?

The E-Notification will be sent between 1 to 31 days after the Expiration date of the Award.

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: Award Closeout
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 from the RAPID System. Please do not reply to the e-mail addresses above. The E-Notification is sent to the PI, Division Support Staff, the OSPIP Contracts Officer, and Accounting.

This E-Notification is sent because the period of performance for this award has ended and the Award is now in the Closeout phase. If you have already taken action to extend this award, please disregard this notice. When the extension is received, your OSPIP Contracts Officer will update the Award with new Expiration and End Dates and re-activate the award.

Please ensure that no costs are incurred beyond the expiration date or in excess of total funds in. The Laboratory allows 30 days for the financial actions on the projects to be reviewed and all final actions be completed. The projects are systematically closed at ~30 days after the end of the period of performance.

Each type of Award, such as Federal, NonFederal, NIH, etc. has a specific Closeout process here at LBNL. Please access the LBNL Closeout procedures for your type of Sponsor on the LBNL Office of Sponsored Projects & Industry Partnerships Website:

http://www.lbl.gov/Workplace/CFO/ospip/postaward_closeout/closeout/index.html

If you are not sure of the correct procedure to follow, please contact your divisional support staff and/or OSPIP Contracts Officer assigned to your research division. You can look up the OSPIP Contacts Officer assigned to your research division at

http://www.lbl.gov/Workplace/CFO/ospip/ospip_contactus.html

For and 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>

- 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 in the LBNL Award No. cited above to access the Award Management Report.