**Subject:** Grants Pre-termination Notice

|  |  |
| --- | --- |
| To: | Departmental Grant Administrator  |
| From: | Office of Sponsored Programs |
| Re: | PRE-TERMINATION NOTICE - GRANTS EXPIRING IN 30/60/90 DAYS  |
| Date: | September 14, 2015 |

|  |
| --- |
| Attached is a list of your department''s grants that are expiring the next 30, 60, and 90 days. Please see instructions for each group below. |
| For grants expiring in **30 days** the following items should be complete or in process: |
| 1) Any time-extensions been requested from the agency via OSP, and follow up with agency if response has not been received. |
| 2) Any payroll cost transfers should have been completed by the department and either posted to Banner or in process. |
| 3) All Banner Personnel Action Forms associated with this grant should be changed to assure that payroll changes do not post for periods after the grant termination date. |
| For grants expiring in **60 days** please review for the following items: |
| 1) If applicable, has a time-extension been formally requested from the agency via OSP?  |
| 2) Do any cost transfers need to be completed? (Note that UI policy is for cost transfers more than 90 days after the original transaction date to be denied). |
| 3) Have any encumbrances been reviewed and terminated, where applicable? If encumbrances are to be carried over has agency approval been requested and received **in writing, with a copy sent to OSP?** |
| For grants expiring in **90 days** please do the following: |
| Review with the appropriate PI to determine whether the project is nearing completion, or a time extension is needed. If a time extension is needed, please complete the following items as soon as possible:  |
| 1) Request extension from agency in writing via your OSP grant accountant. |
| -OR- |
| 2) Forward a copy of any such requests not submitted via OSP to your grants accountant. |
| Timely completion of the above items is essential for compliance with contract requirements regarding final invoicing and reporting, and we appreciate your help in this regard. |
| Please contact OSP (885-6651) if there are any questions or issues regarding completion of the above items. |

Office of Sponsored Programs
208-885-6651
osp@uidaho.edu
[OSP Web Site](http://www.uro.uidaho.edu/default.aspx?pid=64863)