Report due within **90 DAYS** of the end date

NOTES:

• A system generated e-mail is sent out 60 days before the award end date.

• The goal is to give the accountant 45 – 60 days to work through and clean up the award. In order to meet that goal for an award with a report due within 90 days of the end date, the first computation e-mail should go out within 30 – 45 days of the end date.

• If there is no response from the department within 10 business days of the first computation e-mail, the second should be sent.

• If there is no response from the department within 10 business days of the second computation e-mail, the suspense account should be invoked and the suspense e-mail sent.

• The financial report can be sent to the sponsor and closeout can begin.
Report due within **60 DAYS** of the end date

60 Days  

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**End Date**  

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**60 Day E-mail**  

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**Computation E-mail #1**  

10 Days  

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**Computation E-mail #2**  

10 Days  

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**Suspense E-mail**  

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**Report Due**  

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**NOTES:**  

• A system generated e-mail is sent out 60 days before the award end date.

• The goal is to give the accountant 45 – 60 days to work through and clean up the award. In order to meet that goal for an award with a report due within 60 days of the end date, the first computation e-mail should go out within 15 days of the end date.

• If there is no response from the department within 10 business days of the first computation e-mail, the second should be sent.

• If there is no response from the department within 10 business days of the second computation e-mail, the suspense account should be invoked and the suspense e-mail sent.

• The financial report can be sent to the sponsor and closeout can begin.