

Advance Account Expires Tomorrow (Sample)

From: spa@uvm.edu

Sent: Wednesday, February 14, 2018 2:00 PM

To: Principal Investigator

Subject: Advance Account Expires Tomorrow (PeopleSoft Award #TEST)

Award Identifiers:

AA Expiration Date: 05/15/2018

PI Name: Test

Sponsor Name

Ref Award Title: Test

Our records indicate your advance account will expire tomorrow. Please forward this email to your department research administrator to coordinate an appropriate action.

1. Contact the sponsor to confirm that the award is forthcoming. If confirmed, please work with SPA to extend the period of the advance account.
2. If the award has been received by UVM, you may contact SPA award acceptance team to prioritize award setup or to extend the advance account.
3. In the event the project is not being funded, your unit administrator will have to move all expenses posted during the advance account period to a non-sponsored account.

Please note that an appropriate action must be taken within the next 30 days. The advance account will be closed and all expenses will be transferred to the chartstring identified in the original AA request form once the 30-day period is over and no action or communication has occurred.

Thank you.

For further information, please refer to [SPA's Award Closeout webpage](#). If you have any questions, please contact your [SPA designated Financial Analyst](#).