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

60 Day E-mail · **End Date** · **Computation E-mail #1** — 10 Days — **Computation E-mail #2** — 10 Days — **Suspense E-mail** · **Report Due**
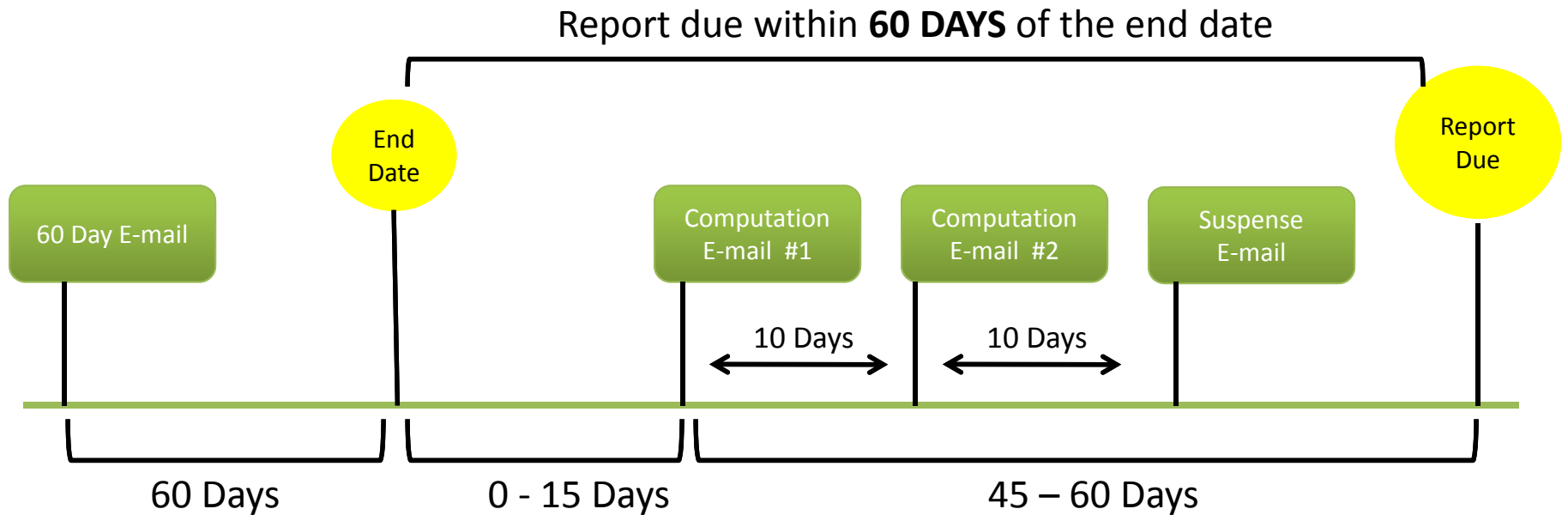
60 Days | 30 - 45 Days | 45 – 60 Days

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

End Date → **Report Due**

| 60 Day E-mail | | Computation E-mail #1 | Computation E-mail #2 | Suspense E-mail | |

10 Days ↔ 10 Days

60 Days | **0 - 15 Days** | **45 – 60 Days**

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.