

Pre-Closeout Memo

To: [Insert PI Name]

From: Dr. Shaik Jeelani,
Vice President for Research & Sponsored Programs

Date: [Insert date]

Colleague #: [Insert GL Account Number]

Agency: [Insert Funding Source]

Title: [Insert Title]

Award #: [Insert Number]

The award identified above expire _____. To meet our obligations to the agency we must either submit your final technical report or submit a request for a no-cost extension.

NO COST EXTENSION REQUEST

If you would like an extension, please complete the following information and return the signed form to the Office of Sponsored Programs, 4th Floor Carnegie Hall, immediately:

I AM REQUESTING AN EXTENSION FOR THE PERIOD _____
_____. Please give your reason(s) for the extension request and provide justification. Use additional sheets if necessary.

Signed: _____ Date: _____
Principal Investigator

Approved: _____ Date: _____
Shaik Jeelani, Vice President
Division of Research and Sponsored Programs

FINAL TECHNICAL REPORT

If you do not wish to extend the award, please submit your final report to the agency by the due date, and forward a copy of it and the letter of transmittal to the Office of Sponsored Programs.