

Subaward Email Notifications

Email 1

To: Other Person to Notify (SAP Addressee) or AO (if no OPN) of Lead Unit of Funding Award;

Cc: osp-research-subawards@mit.edu

Subject Line: New subaward entered

A new subaward has been added to the award listed below. Please create an SAP requisition as soon as possible. Contact the Research Subawards Team at osp-research-subawards@mit.edu with the requisition number, the Final Statement of Work and the Final Budget for the subawardee.

Subawardee Name:

Subaward Amount:

Sponsor Award No.:

Award Type:

Account No.:

Title:

PI:

Lead Unit:

Email 2

To: Other Person to Notify (SAP Addressee) or AO (if no OPN) of Lead Unit of Funding Award;

Cc: osp-research-subawards@mit.edu

Subject Line: Subaward Amount Updated

The subaward amount entered on the award listed below has been updated. Please create an SAP requisition as soon as possible to add the additional funding. Contact the Research Subawards Team at osp-research-subawards@mit.edu with the requisition number.

Subawardee Name:

New Subaward Amount:

Sponsor Award No.:

Award Type:

Account No.:

Title:

PI:

Lead Unit:

Subaward Email Notifications

Email 3

To: Other Person to Notify (SAP Addressee) or AO (if no OPN) of Lead Unit of Funding Award;
and Requisitioner on subaward record

Cc: osp-research-subawards@mit.edu

Subject Line: Subaward End Date in 30 Days

The End Date of the Subaward listed below indicates it is ending in 30 days. If this subaward will continue please create an SAP requisition as soon as possible. Contact the Research Subawards Team at osp-research-subawards@mit.edu with the requisition number.

Subawardee Name:

Subaward End Date:

Subaward No.: (PO Number)

Sponsor Award No.:

Account No.:

If you are waiting for a modification from the sponsor and are not able to create the SAP requisition at this time, please notify the Research Subawards Team at osp-research-subawards@mit.edu - otherwise the closeout process will commence on the current subaward end date.

If this subaward is not continuing please complete the Subawardee Closeout Checklist found here: <http://osp.mit.edu/coeus/help-and-training/rst-subaward-checklist-dlc-pi> . Follow the instructions and submit.

Subaward Email Notifications

Email 4

To: "Subaward Ending Email Contact" on Contacts tab of Subcontract module (email address in Rolodex for this individual)

Cc: Osp-research-subawards-closeout@mit.edu; Requisitioner on subaward record

Subject Line: Subaward from MIT Ended

The subaward with MIT listed below has ended.

Subaward No.: (PO Number)

Period of Performance: (Start Date – End Date)

Total Amount: (Anticipated Amount)

In accordance with the terms of your Subaward with MIT, payment of your final invoice is being withheld pending receipt of the required closeout information. Federal Regulations require that we obtain certain information from the Subawardee in order to formally close out specific types of Subawards. Please contact Osp-research-subawards-closeout@mit.edu and provide the required documentation listed below as soon as possible so as not to further delay the payment of the final invoice. Thank you.

1. A Reference of your cumulative invoice which itemizes the cumulative charges under each cost category and verifies the total amount paid under this Subaward, from its inception to completion.
2. Executed Release and Assignment Forms, if applicable
3. A written report of any inventions, discoveries, or patents applied for under the cited Subaward, or a written statement indicating that "there were no inventions or discoveries."
4. The name of all subawardees/subcontractors and your assigned order number for any lower-tier subawards/subcontracts issued which contain a patent rights clause, or a written statement that "there were no such lower-tier subawards/subcontracts," as applicable.
5. A listing of any property (equipment, hardware, components, material, etc.) furnished by MIT and/or the Government, or purchased by you under the cited Subaward, which still remains at your facility as residual property to the Subaward, or a written statement that "there is no residual property." If Not Applicable, please respond as shown above.
6. A Final Technical Report

Sincerely,
Research Subaward Closeout Administrator
Massachusetts Institute of Technology, Office of Sponsored Programs
617-253-9694