

Subject: Revised Deadlines for Year-End Project Funding Allocations
From: Research Funding Office
To: Project PIs, Department Finance Officers
Date: 21 December 2017

Dear Colleagues,

Please note the following **changes to year-end cost allocation windows** for 2017-funded projects:

What's Changing

- **Transfer requests** must be submitted by **28 December 17:00**
- **Unspent travel funds** will not roll over unless pre-declared
- **Supplemental requests** for mobility grants will not be accepted after 5 January

These changes align with adjustments in funding structures by the Joint Academic Research Board.

For assistance, contact: research-finance@university.edu

Best regards,

Magdalena Stroh

Grant Funding Coordinator