

Question 4: My PI was asked to provide a statement on why the residual funds were not spent on research activities. What needs to be included in this statement?

A written explanation from the PI is required to justify why funds were not expended on research activities during the period of performance. The statement must include the following:

- a. An explanation of why expenses were not incurred within budget expectations, if applicable.
- b. An explanation for why all expenses incurred were not booked to the project, if applicable.

The statement should be sent via email to the SPA Closeout staff member assisting with the closeout of the award.