



October 9, 2015

T0: Texas A&M AgriLife Principle Investigators on Sponsored Research Projects

SUBJECT: Maestro - New Account Close-Out Feature

Please forward to appropriate staff.

Maestro has recently implemented a feature to initiate project closeout, "Closeout Decision Letter". A Maestro notification email will be sent to the PI 90 days prior to the current end date of the project. This notification will remain an item in the PI worklist until it has been addressed.

How to address the Closeout Decision Letter notification:

- **Approve** will tell the project administrator the project and expenditures will be completed by the project end date and all reports will be submitted by due date.
- **Reject** will tell the project administrator that action needs to be taken on the project; i.e. request a no cost extension, a supplement/continuation/renewal is expected, etc. Reject will task the project administrator to contact the PI to begin the process. A comment is required when rejecting the close out initiation.

Attached are instructions for each step of the process.

Should you have any additional questions, please contact Tribbie Sandner at tdsandner@ag.tamu.edu or 979-458-4383.

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