

Notice of Report Due in 45-60 Days

To: *PI*

From: *Peter Dunn*

Date:

Re: *Project Title (Account Number)*

Our records indicate that a technical report will be due on < DATE DUE > for the above referenced project.

In order that we may keep our records updated, please notify Reatha Walls when the report is submitted to the sponsor. Notification may be by email or by sending a copy of the transmittal letter of the report to her attention. Her email address is:

rlwalls@purdue.edu

Questions about the sponsor requirements for format, content, or mailing address for the report may be referred to < ACCOUNT MANAGER > at < PHONE NUMBER >.

If you anticipate any problems in meeting this report due date, please provide Reatha an estimate of when the report will be submitted.

Thank you for your cooperation in meeting this reporting requirement.

Cc: Departmental Business Manager
Account Manager

THIS TEMPLATE WILL BE MODIFIED FOR ONR ADMINISTERED AWARDS TO INDICATE THAT A COPY OF THE COVER PAGE OF THE REPORT MUST BE SUBMITTED TO REATHA.