

**Sponsored Program Accounting Year End Deadlines**  
**Fiscal Year 2024**

Year-end close is quickly approaching. Please note the following hard deadlines for Sponsored Program Accounting:

- All LUMC-P salary adjustments in FY '24 will need to be **received by SPA** with all necessary approvals by **Wednesday, May 22, 2024**. Please remember that LUMC-P PAFs may take longer to reach SPA than other EIFs/PAFs, sometimes up to a full two to six weeks in processing "lead time" to reach Sponsored Program Accounting.
- All PAFs and EIFs (excluding LUMC-P) for 02 Tw 0.005 Tc -0.002 Tw 0.532 Tw 0.53a. 8 case

[journal entries/expense transfer](#) requests for FY '24 should be submitted to SPA