

## Residual Balance Transfer Request

A residual balance on a fixed amount award may be transferred to a departmental fund after all allocable direct and indirect costs have been charged. Only the portion of funds available for direct costs will be transferred. If the residual balance (direct and F&A) amount is greater than 20% of the approved budget or more than \$25,000 this form must be completed and approved by the DEO and College/Unit Business Officer.

PI Name: \_\_\_\_\_ Award Budget: \_\_\_\_\_

Award MFK: \_\_\_\_\_ Award End Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

MFK to Transfer Residual Balance: \_\_\_\_\_

Remaining Balance: \_\_\_\_\_

As PI, I confirm the following:

- All work has been completed.
- All interim and final reports or deliverables have been submitted and/or accepted by the sponsor.
- All applicable expenditures, including salary, have been appropriately charged to the award.
- All subrecipient invoices and deliverables have been submitted, approved, and posted to the award.

Provide a justification as to why actual costs differ significantly from the approved budget and how excessive funds remain while successfully completing the scope of work.

Explain how the department/PI expects to utilize the residual balance amount to support their research program.

\_\_\_\_\_  
Principal Investigator Date:

\_\_\_\_\_  
Departmental Executive Officer Date:

\_\_\_\_\_  
College/Unit Business Officer Date:

Submit the completed form to your grant accountant. Attach a separate sheet if additional space is needed.