



REQUEST FOR USE OF UNOBLIGATED BALANCE ON FIXED-AMOUNT AWARD

Reference: Office of Sponsored Programs Policy #47, Financial Disposition of Residual Funds – Fixed Amount Awards

For completion by Contract and Grant Accounting Department:

NSU Index #: _____ PI/PD: _____

Project Title: _____

Sponsoring Agency: _____

Total Approved Budget: _____

Unobligated Balance (after recovery of F&A costs allowed by sponsor)*: _____

*Any remaining residual balance of \$1,000 or less will automatically be transferred by CGA to the appropriate research incentive account.

For completion by College:

Research Incentive Index Number(s) into which the unobligated balance should be transferred:

Index: _____/Amount: _____ Index: _____/Amount: _____ Index: _____/Amount: _____

Is the residual amount greater than \$10,000 or 10% of the total award (whichever is less)? Yes No

If yes (REQUIRED), provide explanation for the difference from the cost estimate provided to the sponsor as well as a description of proposed use of funds (the box will expand as text is entered). Attach additional sheets, as necessary:

[Empty box for explanation and description of proposed use of funds]

CERTIFICATION: It is requested that the remaining unobligated funds be transferred into the indicated research incentive index(es) for use in accordance with the explanatory remarks above. All the performance and reporting requirements have been satisfied for this agreement and have been accepted by the sponsoring agency (certification of completion for federal awards/subawards, if applicable, is attached). All allowable expenditures related to the performance of the project have been charged to the account and all payments have been received. I understand that large residual balances as defined above may be subject to further review.

By: _____ Date _____
Principal Investigator/Project Director (PI/PD)

_____ Date _____
Dean/Director

Verification: _____ Date _____
Division of Research & Economic Development/Office of Sponsored Programs

_____ Date _____
Contract and Grant Accounting Department

_____ Date _____
Office of the Tax Director

_____ Date _____
Office of the Controller