



Residual Balance Transfer Request

This form is to be completed by the Principal Investigator in conjunction with the Department Research Administrator to request the transfer of a residual balance from a sponsored project, as outlined in the Residual Balances on Sponsored Projects Policy. All fields are required. Please complete the information below and submit the form to the Research Accountant in Research Finance as part of the closeout process. Balances below \$1,000 will be written off centrally per policy.

Project Title

Sponsor

Award/Project #

Principal Investigator

Department

Total Revenue (Cash Received)

F&A Rate

enter as decimal

Project Expenses

Residual Balance

F&A Allocation

Destination of residual balance:

PI's departmental discretionary account for research support; if one is not available, request a Fund 500 residual account by entering "New 500 Fund"

Residual Balance \$ Transfer

Check, Sign, and Date below

As Principal Investigator, I confirm:

All expenses have been properly charged
Work activities and deliverables are complete
Residual balance will be used on research activities

As Research Accountant, I confirm:

Agreement does not require return of funds
Investigator portfolio is clear of deficits
All payments have been received
Justification provided if funds >25% or \$50,000

Signature

Date

Signature

Date

Provide justification for the residual balance. For residual balances greater than 25% of the total award amount or \$50,000, whichever is less, include a detailed written explanation for the significant balance (attach additional pages if necessary).

Director, Research Finance
(only required if >25% or > \$50,000)

Date

Chair
(only required if >25% or > \$50,000)

Date