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SOP 10.15.01

Effective Date: August 10, 2020

## **Residual Balance Transfer Request Form**

Management of

**Fixed Price Agreement** 

**Residual Funds** 

Date of Request:	Award Number:
Sponsor:	Original Award Amount:
F&A rate (indirect cost):	Residual Balance:
Award End Date:	Percent of Total Funding:

## I confirm the following (Check all that apply):

BROWN

- All work has been completed.
- No outstanding work activities or deliverables remain open or in question with the sponsor.
- All technical reports have been submitted and/or accepted by the sponsor.
- All invoices for the project have been submitted and all payments received.
- All applicable expenditures have been charged to the award.
- Residual funds are the property of Brown. Such funds may be transferred into Principal Investigator or Departmental or School/ Center/Library accounts and used to support the research mission of the University.
- Complete next page for residual balance transfers greater than 25% of the total award value.

**Principal Investigator Name:** Required for balances >25% or >\$100,000

**Departmental Chair or Designee** Required for balances >25% or >\$100,000

Dean/ Center Director/ Librarian Name: If Chair is not available or not applicable

Non-sponsored account/ worktag for account(s) receiving residual funds:

Signature:

Signature:

Signature:

Requests for transfers of Residual Funds ≥25% of the total sponsored award amount and/or ≥\$100K require additional documentation. If a significant balance (>25%) exists in any line item of the budget, a reason for the variance must be detailed below:

Budget Category	Original Budget	Actual Expended	Unexpended Variance Dollars %	Reason for Large Variance