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**AUTHORIZATION FOR RESIDUAL BALANCE TRANSFER**

**This form is required for residual balances exceeding 10% of Fixed Price Contract Direct Award Amount and must be** **completed and approved prior to a Fund 20 direct balance being transferred to the Principal Investigator’s incentive account.**

Due to the nature of sponsored agreements, costs are projected and negotiated upfront to cover actual charges incurred for the project. Any residual balance remaining is generally viewed as profit, and due to the institutions risk of “mis-pricing” the work to be performed in the services of an agreement, **requests for residual balances greater than 10% should be infrequent and avoided, when possible. Efforts should be made to ensure ALL appropriate expenses have been completely charged to the project prior to any request.** The VPR reviews all requests for balances greater than 10% and may approve or deny the request. A list of requests is maintained for historical purposes to ensure proper stewardship of sponsored funding is maintained.

**Proposal Processing Number (PPN)**: **Subclass/Project Number**:

**Sponsor:**

**Project Title**:

**Principal Investigator (PI)**: **Department Number**:

**Chartfield String Funds are to be transferred:   
Note: The chartfield string provided above must be open (REVEST, ORG AND APPROP Lines) and ready to receive funds at the time this form is submitted.**

**DIRECT AWARD AMOUNT DIRECT EXPENDED AMOUNT RESIDUAL BALANCE % Balance**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ %\_\_\_\_\_\_\_\_\_**

**Justification for Request (must *include reason why the direct balance is over 10% of the remaining direct budget* and *how the remaining funds will be used*).**

**College/Division Post Award Contact Date**

**Principal Investigator Date**

**Grants and Contracts Administration Date**

This request for transfer of the residual balance is \_\_\_\_\_\_ **APPROVED** or \_\_\_\_\_\_**DENIED**.

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**Tanju Karanfil, PhD Date**

**Senior Vice President for Research, Scholarship and Creative Endeavors**