



## Request to Transfer Residual Balance from Sponsored Awards

The university will allow Principal Investigators (PIs) access to residual balances from fixed price projects or Fee-for-Service in accordance with the [Residual Balance Fund Transfer Policy](#).

Prior to the transfer of any residual balance to a departmental account, this form must be completed with all required information and sent to the Office of Sponsored Programs (OSP) for review and approval.

**Date of Request:** \_\_\_\_\_ **Award Number:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_ **Original Award Amt.:** \_\_\_\_\_

**Residual Balance:** \_\_\_\_\_ **Award End Date:** \_\_\_\_\_

**Percent of Total Funding:** \_\_\_\_\_

**I confirm the following** (*Check all that apply*)

- 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 project.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Printed Name of Principal Investigator

\_\_\_\_\_  
Departmental Administrator Signature

\_\_\_\_\_  
Printed Name of Departmental Administrator