



Nova Southeastern University  
**Office of Grants & Contracts**  
 3301 College Avenue  
 Fort Lauderdale, Florida 33314



## REQUEST FOR USE OF UNOBLIGATED BALANCE ON FIXED-PRICE AGREEMENT

**Instructions:** This request should be submitted no earlier than 45 days after the close of the agreement performance period; this ensures that all expenditures have been posted to the award index.

**NSU Index #:** \_\_\_\_\_ **PI/PD:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Sponsoring Agency:** \_\_\_\_\_

**Unobligated Balance:** \_\_\_\_\_

**CERTIFICATION:** All the performance and reporting requirements have been satisfied for this agreement and have been accepted by the sponsoring agency. It is requested that the remaining unobligated funds be transferred into the indicated index(es) for use in accordance with the explanatory remarks below.

Index Number(s) into which the unobligated balance should be transferred:  
 \_\_\_\_\_

**EXPLANATION:** Attach additional sheets, as necessary

**Signatures:** \_\_\_\_\_  
 Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Dean/Center Director \_\_\_\_\_ Date \_\_\_\_\_

**Prepared by:** \_\_\_\_\_ Ext. \_\_\_\_\_

**Verification:** \_\_\_\_\_  
 Office of Grants and Contracts \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Office of the Controller \_\_\_\_\_ Date \_\_\_\_\_

**Concurrence:** \_\_\_\_\_  
 Vice President for Finance \_\_\_\_\_ Date \_\_\_\_\_