

Nova Southeastern University

**Office of Sponsored Programs**

3301 College Avenue

Fort Lauderdale, Florida 33314

Request for Use of Unobligated Balance on Fixed-Amount Award

Reference: Office of Sponsored Programs Policy #47, *Financial Disposition of Residual Funds – Fixed Amount Awards*

**For completion by Contract and Grant Accounting Department:**

NSU Index #:       PI/PD:

Project Title:

Sponsoring Agency:

Unobligated Balance(after recovery of F&A costs allowed by sponsor)\***:**

\*Any remaining residual balance of $200 or less will automatically be transferred by CGA to the PI/PD’s research account.

**For completion by College/Center:**

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

 Index:      /Amount:      Index:     /Amount:      Index:     /Amount:

Is the residual amount greater than $10,000 or 10% of the total award (whichever is less)?       Yes       No

If yes (REQUIRED), provide explanation for the difference from the cost estimate provided to the sponsor as well as a description of proposed use of funds (the box will expand as text is entered). Attach additional sheets, as necessary:

**CERTIFICATION:** It is requested that the remaining unobligated funds be transferred into the indicated index(es) for use in accordance with the explanatory remarks above. All the performance and reporting requirements have been satisfied for this agreement and have been accepted by the sponsoring agency (*certification of completion for federal awards/subawards*, if applicable, is attached). All allowable expenditures related to the performance of the project have been charged to the account and all payments have been received. I understand that large residual balances as defined above may be subject to further review.

**By:**

 Principal Investigator/Project Director (PI/PD) Date

 Dean/Center Director Date

**Verification:**

 Office of Sponsored Programs Date

 Contracts and Grants Accounting Department Date

 Office of the Tax Director Date

 Office of the Controller Date

**Concurrence:**

 Vice President for Finance Date