UNIVERSITY OF NOTRE DAME | RESEARCH Administration

Notre Dame Research Administration

UNEXPENDED FUNDS RESIDUAL TRANSFER REQUEST

Created: November 2011

Submitted By: _____ Date: _____

Principal Investigator: _____

Department: _____

College: _____

Sponsoring Agency: _____

Sponsor Project Number: _____

Project Title: _____

Fund #: ☐☐☐☐☐☐

Total Cost Unexpended Balance: $ _____ Award Amount: $ _____

Direct Costs: $ _____ Indirect Costs: $ _____

Transfer Direct Cost Balance to Fund # : ☐☐☐☐☐☐
If known.

If the residual balance is in excess of 15% of the total award, please provide an explanation below why balance exists and obtain appropriate signature. _____

_____

_____

All the following criteria for closing a project to the residual fund have been satisfied:

☐ 1. The contract is fixed-price (i.e., there is no provision for return of unexpected funds to the sponsor).

☐ 2. All payments required under the contract have been received by the University.

☐ 3. All expenses related to the project have been properly charged to the account.

☐ 4. All required project work is complete, and all reports and other deliverables have been approved by the sponsor.

☐ 5. Sponsor acknowledgement or approval of report and/or deliverables attached.

Per the Research & Sponsored Programs Accounting Residual Funds Policy found at:
http://controller.nd.edu/assets/91682/residual_funds.pdf

- Full Facilities & Administrative costs will be applied to the award prior to transferring residual funds in order to ensure all indirect costs associated with the award are fully funded.
- Any residual balance may be transferred to another fund within these guidelines:
  - a. Balances greater than $10,000
    - i. Must be transferred to another restricted research fund with a Research program code of 20.
    - ii. Must be budgeted to disclose how the funds will be used. The PI will work with his or her RSPA accountant to create a budget for the residual funds. The RSPA accountant will notify the department of the budget for the residual amount.
  - b. Balances less than $10,000
    - i. Can be transferred to a discretionary or other non-grant fund without budgeting.
  - c. Transfers may not be made to any grant funds.
- Multiple sponsored awards may be closed to a single residual restricted fund or to separate funds at the discretion of the PI.
- Each residual restricted fund will be established for a period not to exceed 24 months. Funds remaining at the end of the 24 month period will revert to the appropriate Dean or Vice President unless an extension of the time period is granted.

Principal Investigator: _____ Date: _____

Department Chair: _____ Date: _____

*** Department Chair approval only required if residual balance is in excess of 15%.***

Notre Dame Research Approver: _____ Date: _____