

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 10001.
 - 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.
 - 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 pre-defined period. Funds remaining at the end of this 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: _____