



Form 1301 FR.01

Request to Transfer Residual Balance from Sponsored Awards

Revised 10/25/2017

The University will allow Principal Investigators (PIs) access to residual balances from fixed price accounts, Fee-for-Service or Clinical Trial awards in accordance with the Procedure 1301 PR.05 Residual Balance Fund Transfers.

Prior to the transfer of any residual balance to a departmental account, this form must be completed with all the required information and sent to Office of Sponsored Projects Financial (OSP) or YSM Finance for review and approval. Residual requests for Industry Clinical Trial awards and Clinical Contractual Agreements should be sent to YSM Finance. Send all other requests to OSP.

Date of Request: \_\_\_\_\_

Award Number: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Original Award Amount (1): \_\_\_\_\_

F&A Rate (indirect cost)\*: \_\_\_\_\_

Residual Balance: \_\_\_\_\_

Award End Date: \_\_\_\_\_

Percent of Total Funding (1)\*: \_\_\_\_\_

Non-Sponsored Charging Instructions receiving residual balance:

[Empty box for Non-Sponsored Charging Instructions]

I confirm the following (Check all that apply):

- Checkboxes for confirmation items: All work has been completed, No outstanding work activities or deliverables remain open or in question with the sponsor (and the terms of the budget have been met for Industry Trials and Clinical Contractual Agreements), 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 award, Residual funds are the property of Yale. Such funds may be transferred into PI or departmental special use or discretionary type accounts and used to support the research mission of Yale, For Industry Trials only, the OnCore Budget Summary Report and the Clinical Trial Financial Summary Report have been reviewed and are attached. Signatures below indicate that residual balances are understood and not excessive compared to costs from OnCore and income and expenses indicated in the Clinical Trial Financial Summary Report, For Industry Trials and Clinical Contractual Agreements only, if the PI also has effort on another sponsored award, the Payroll Costing by Employee Report detail for the PI is attached, Page 3 attached for residual balance transfers greater than 25% of the total amount awarded (1).

\* If the award was accepted at less than the full indirect cost rate and has a remaining balance greater than 25%, the residual funds will be retroactively adjusted to reflect a full applicable F&A cost recovery (depending on the type of award).

(1) Entry of these fields do not apply to Industry Trials and Clinical Contractual Agreements.

Departmental Lead Administrator Signature

Printed Name of Lead Administrator

Principal Investigator Signature

Printed Name of Principal Investigator

Dean or Designee Signature (if greater than 25%)

Printed Name of Dean or Designee

| For Official OSP Use Only  |                      |  |              |
|--|----------------------|--|--------------|
| <input type="checkbox"/> Financial Report submitted<br><input type="checkbox"/> Award/Project verified as Fixed Price<br><input type="checkbox"/> All payments received<br><input type="checkbox"/> Reviewed/Verified variance explanations for balance transfers greater than 25% | <b>Comment(s):</b>   |  |              |
|  |                      |  |              |
|  | <b>OSP Review:</b>   |  | <b>Date:</b> |
|  | <b>OSP Approval:</b> |  | <b>Date:</b> |

| For Official YSM Finance Use Only  |                              |  |              |
|--|------------------------------|--|--------------|
| <input type="checkbox"/> OnCore ----- Report Submitted<br><input type="checkbox"/> Appropriate Financial Report # --- submitted<br><input type="checkbox"/> Detail Payroll Costing attached (if necessary) | <b>Comment(s):</b>           |  |              |
|  |                              |  |              |
|  | <b>YSM Finance Review:</b>   |  | <b>Date:</b> |
|  | <b>YSM Finance Approval:</b> |  | <b>Date:</b> |

**Complete this page if balance is greater than 25% of the total amount awarded.**

Requests for transfers of Residual Balances greater than 25% of total amount awarded require additional information/documentation. If a significant balance exists as a result of costs not being charged in accordance with the approved budget, a categorical budget line-item identifying the reason for the large dollar variance (indicated below) must be provided. Once this is complete, this Request must be approved and signed by either the Dean or Designee and forwarded to OSP for review and approval.

| Budget Category | Original Budgeted Amount | Actual Expended | Unexpended Variance Dollars / % | Reason for Large Variance |
|-----------------|--------------------------|-----------------|---------------------------------|---------------------------|
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