

Form 1301 FR.01

Request to Transfer Residual Balance from Sponsored Awards

Revised 9/25/2023

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 PR.05 Residual Balance Fund Transfers. 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.

Instructions:

- To initiate the Residual Balance Transfer process for <u>Sponsored Projects Financial Administration ("SPFA") managed awards (FD02/FD28) (i.e., Federal and Non-Federal Grants & Contracts)</u>, the Departmental Business Office ("DBO") or Business Support Unit, and PI, must complete this form (including **Column 1**, below) with required signatures and Financial Status Report ("FSR"), then submit to SPFA for review and approval.
 - **Note:** If the residual balance transfer is *greater* than 25% of the total award amount funded, the Dean (or designee) must sign this form AND complete the table on page 2. The 25% threshold is **not** applicable to Industry Clinical Trials (FD29).
- To initiate a Residual Balance Transfer for <u>Industry Clinical Trials (FD29)</u>, see the <u>Residual Balance Transfer Flowchart</u> maintained by the Yale School of Medicine ("YSM") Controller's Office. Complete this form (including **Column 2**, below). Submit the completed form to the YSM Controller's Office (email: vsmcontroller@vale.edu) for review and approval.

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Date of Request:			Award Number:						
Sponsor:			Original Award Amount*:						
Residual Balance:			F&A Rate (indirect cost):						
Award End Date:			Percent of Total Funding*:						
<u>'</u>			* If this form is for an Industry Clinical Trial, leave this field blank.						
Note: For SPFA managed awards (federal and non-federal grants and contracts (FD02 & FD28)): If the remaining balance is greater than 25% of the total award amount received, additional F&A will be charged to reflect F&A recovery at the current full federally negotiated rate. This includes award that may have originally been accepted at a lower F&A rate. Any exceptions must be approved by the Dean.									
Non-sponsored charging instructions for receiving residual balance:									
Check applicable option	on: SPFA Managed	d Award (FD02/FD28)							
	☐ Industry Clinica	□ Industry Clinical Trial (FD29)							
Column 1	Column 2]							
SPFA Managed Awards (FD02/FD28)	Industry Clinical Trials (FD29)		Task						
		All work has been cor	as been completed.						
			ding work activities or deliverables remain open or in question by the sponsor (and re in accordance with the terms and conditions of the agreement and the negotiated						
		All required financial/t	equired financial/technical reports and deliverables have been submitted to the sponsor.						
		All invoices for the pro	for the project have been submitted and all payments received.						
		All applicable expend award is accurately c	xpenditures have been charged to the award and effort of key personnel for this stely charged.						
			unrestricted account exists to which the balance will be transferred. Balances must ed to a sponsored account or gift.						
		For Industry Clinical Trials ONLY: the PI has appropriately charged salary commensurate with effort to the clinical trial. The <u>Payroll Results Verification by Charging Cost Center - Yale</u> report detail for the PI is attached.							
		For Industry Clinical 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 (Industry) Summary - Yale report. Additional support required is as follows: Account Balances Detail -Yale.							
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The signatures below represent confirmation that the checked boxes above are accurate to the best of our knowledge.									
Departmental Lead Administrator or YSM Finance Signature:									
Principal Investigator	Signature:								
Dean (or designee) Sig amount awarded):	gnature (if greater than 2	5% of the total							

		For Offici	al SPFA Use	Only								
☐ Financial Report submitted		Comment(s)	Comment(s):									
☐ Award/Project verified as Fixed Price												
☐ All payments rece	ived											
☐ Reviewed/Verified variance explanations for		r										
balance transfers greater than 25%		SPFA Review	v:			Date:						
		SPFA Appro	SPFA Approval:									
For Official YSM Finance Use Only												
□ OnCore – Report submitted			Comment(s):									
☐ Appropriate Financial Report # – submitted		()										
□ Detail Payroll Costing attached (if necessary)		y)										
= 200am r agree cooming analones (in messees,)												
		YSM Finance	Review:			Date:						
		YSM Finance	YSM Finance Approval:			Date:						
Residual Balances 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 the Dean (or designee) and forwarded to SPFA for review and approval.												
Budget Category	Original Budgeted Amount	Actual Expended	Unexpended Variance Dollars / %		Reason for	Reason for Large Variance						
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