



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 Procedure 1301 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 Sponsored Projects Financial Administration ("SPFA") managed awards (FD02/FD28) (i.e., Federal and Non-Federal Grants & Contracts), 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 Industry Clinical Trials (FD29), see the Residual Balance Transfer Flowchart 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: ysmcontroller@yale.edu) for review and approval.

Table with 4 columns: Date of Request, Sponsor, Residual Balance, Award End Date, Award Number, Original Award Amount*, F&A Rate (indirect cost), Percent of Total Funding*. Includes a note: * 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 awards 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:
 SPFA Managed Award (FD02/FD28)
 Industry Clinical Trial (FD29)

Table with 3 columns: Column 1 (SPFA Managed Awards (FD02/FD28)), Column 2 (Industry Clinical Trials (FD29)), Task. Lists various tasks such as 'All work has been completed', 'No outstanding work activities or deliverables remain open...', 'All required financial/technical reports and deliverables have been submitted...', etc.

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) Signature (if greater than 25% of the total amount awarded):

