



Department Administrative Policy and Procedures

Subject: **Residual Balance Fund Transfers Policy**
Effective Date: October 1, 2019

I. PURPOSE

This policy establishes procedures for requesting the transfer of residual balance funds remaining on fixed price, fee-for-service, or fixed fee agreements after satisfactory completion of the work and submission of all required deliverables.

The purpose of this policy is to establish a process that:

- Provides access to residual funds remaining on sponsored awards that are fixed price, fee-for-service, or fixed fee agreements.
- Provides a consistent method for obtaining approval for the transfer of residual funds
- Ensures that the transfer of residual funds to non-sponsored accounts are not prohibited by any requirements provided by the original sponsor.

II. POLICY

A. **Residual Balance Transfer**

It is the policy of University of Wyoming that residual income on fixed price awards may be moved to a residual account. Residual balances in excess of 10% of the contract amount will be carefully reviewed to ensure that all costs have been recorded and that cost estimates were not inappropriately inflated. Indirect costs will be assessed against the residual balance at the University's full indirect cost rate in effect at the time of the transfer of the residual balance.

Prior to the transfer of the residual balance the Principal Investigator and unit business officer need to provide and/or confirm the following:

- All work has been completed
- No outstanding work activities or deliverables remain open or in question by the sponsor
- All required technical reports were received and/or accepted by the sponsor
- All invoices/financial reports for the project were submitted and all payments have been received by The University of Wyoming
- All applicable expenditures have been charged to the award. If the residual balance exceeds 10% of the award an explanation must be provided as to why the balance is this large.

The PI and unit departmental administrator will complete the **Request to Transfer Residual Balance Form** (<http://www.uwyo.edu/administration/financial-affairs/forms/index.html>) and

forward to the Office of Sponsored Programs (OSP). OSP will review and if appropriate approve and initiate the transfer.

B. Scope of the Policy

This policy applies to all University of Wyoming faculty and staff who have the responsibility to oversee or manage fixed-price sponsored projects.

Responsible Division/Unit: Administration / Office of Research and Economic Development,
Office of Sponsored Programs

Links:

OSP Forms: <http://www.uwyo.edu/administration/financial-affairs/forms/index.html>