



Request to Transfer Residual Balance from Sponsored Awards

The university will allow Principal Investigators (PIs) access to residual balances from fixed price projects or Fee-for-Service in accordance with the [Residual Balance Fund Transfer Policy](#).

Prior to the transfer of any residual balance to a departmental account, this form must be completed with all required information and sent to the Office of Sponsored Programs (OSP) for review and approval.

Date of Request: _____ **Award Number:** _____

Sponsor: _____ **Original Award Amt.:** _____

Residual Balance: _____ **Award End Date:** _____

Percent of Total Funding: _____

I confirm the following *(Check all that apply)*

- ☐ All work has been completed.
- ☐ No outstanding work activities or deliverables remain open or in question with the sponsor.
- ☐ 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 project.

Principal Investigator Signature

Printed Name of Principal Investigator

Departmental Administrator Signature

Printed Name of Departmental Administrator