



## Residual Balance Transfer Form

A residual balance on a fixed amount award may be transferred to a department fund after all allocable direct and indirect costs have been charged. The award PI and department administrator must complete this form by award and should include any projects with a residual balance under the award. Only the portion of funds available for direct costs will be transferred to the requesting department.

Submit the completed form to your Grants Officer. Attach a separate sheet if additional space is needed.

Request Information		Award Information	
Date of Request:		Award End Date:	
PI Name:		Sponsor Award Number:	
Dept Number:		Award Title:	
UND Project Number(s) - <b>last 5 digits only:</b>		Total Amount Awarded:	
		Total Residual Balance:	
Transfer Funds To	Account: 491005	Fund: 2	Dept:

As award PI, I confirm the following (check all that apply):

All work has been completed.

All interim and final reports or deliverables have been submitted and/or accepted by the sponsor.

All applicable expenditures, including salary, have been appropriately charged to the award.

All subrecipient invoices and deliverables have been submitted and approved by the UND PI.

The total residual balance is greater than or equal to 20% of the total amount awarded. The justification below explains why actual costs differ significantly from the approved budget and how excessive funds remain while successfully completing the scope of work.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Department Administrator Signature

**GRANT & CONTRACT ACCOUNTING USE ONLY:**

Approved Transfer Amount:

\_\_\_\_\_

Grant & Contract Accounting Signature