
Purpose

This policy sets forth guidelines for the management and proper use of residual balances from

- Balances greater than \$1,000 or greater than 20 percent of the total award amount will require the completion of a [*Fixed Price Balance Transfer Request*](#) form.
- The facilities and administrative (F&A) rate at the time of award closure will be applied to the unexpended balance prior to any transfer. If an F&A waiver was approved on the award, the full amount of unrecovered F&A, in accordance with The Research Foundation federally negotiated rate agreement, will be charged on the unexpended balance.

Confirmation of balance transfer will be sent to the PIs, department chair and dean.

Fixed price balance accounts do not transfer to another institution if a PI/Co-PI separates from the University. When notification is received that a PI will separate from University service, the funds