# OSP Residual Balance Transfer Request Form

DATE: Month, Day, YYYY

TO: Fiscal Contact and Principal Investigator

FROM: OSP Post Award

RE: Residual Balance for Award number \_\_\_\_\_\_\_\_\_\_\_ Project number \_\_\_\_\_\_\_\_\_\_\_

Project Description:

Residual Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The procedure for residual balances can be found here: <https://sponsoredprograms.virginia.edu/unrestricted-residual-balances-sponsored-program-awards>

The PI’s certification of project expenditures is a key piece of the documentation supporting the allowability, allocability and reasonableness of all project costs.  Each month the PI certifies to the best of their knowledge that charges are appropriate during the recon@ process.

Having reached the end of the sponsored project and having been left with a residual balance it is critical that the PI again certify that they have reviewed and met all sponsor terms and conditions as well as fulfilled their obligations with regard to the project scope and intent.

As the fiscal contact you agree that all accounting and administrative activities with regards to the grant have been completed in accordance with State and UVA policies and procedures as well as sponsor terms and conditions, to include:

󠄀 All reconciliations have been completed in recon@ and expenditures have been reviewed to ensure they are complete and appropriate (please attach past six months of recon@ certification to the form)

󠄀 All commitments have been cleared, expenses have been posted (please attach a BBA, comparing the awarded budget categories to cumulative expenses incurred)

󠄀 All salaries have been charged commensurate with effort expended on the sponsored project and effort certification has been completed (please attach effort reports for the reporting period/s the sponsored program covered)

I have reviewed the above list and to the best of my knowledge, all items are complete. As a reminder, the department must retain grant records for 5 years from submission of final financial report by OSP; or longer if under audit or litigation.

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Signature of department administrator/fiscal contact Date

As the Principal Investigator you agree the residual balance is appropriate. By signing this form, the PI agrees that he/she has completed the project specifications and agree that the excess funds should be moved to an RG award as they are University funds.

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Signature of Principal Investigator Date

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Signature of School Grants Administrator Date