

## RESIDUAL FUNDS FORM

Balances 25% or more of the funded amount which remain at the end of a fixed price agreement where CSU does not have to return the balance requires written justification. Request must be made via this form (Residual Funds Form).

The PI will submit the completed form to confirm to Sponsored Programs & Research Services (SPRS) that all allocable expenses have been charged to the project and all deliverables have been submitted to the sponsor.

Please note: Awards that did not allow for Facilities & Administrative (F&A) expense, cannot request use of the residual income.

### Section 1: Project Information

**PI**

**Fixed Price Project Budget**

**Account #**

**Total Expenditures**

**Sponsor**

**Residual Balance**

- Prior to the transfer of the residual balance, any remaining F&A costs will be deducted from the account's residual balance in one lump sum (at the rate assessed at the time of the award).
- Any balance remaining after the above which is 25% or greater of the funded amount requires an explanation of the variance between the project budget and the actual amount expended.

**Justification:**

**Section 2: Principal Investigator Authorization**

I certify that all project objectives have been successfully completed and all appropriate direct costs have been charged to the project. Based on the budget awarded by the agency, I certify that expenditures on this project reflect all the costs needed to provide the agency with the required deliverables.

**Principal Investigator Name:** \_\_\_\_\_

**Principal Investigator Signature:** \_\_\_\_\_

**Section 3: SPRS Authorizations**

**Manager Grant Accounting:** \_\_\_\_\_

**Manager Grant Accounting Signature:** \_\_\_\_\_