



OFFICE OF RESEARCH AND SPONSORED PROGRAMS

DATE:

TO: RSP Non-Federal Accounting

FROM:

SUBJECT: Fund & Project Number _____
Sponsor _____
Principal Investigator _____

Transfer of Residual Balance from a Fixed-Price Project:

Please take the necessary steps to transfer the remaining unspent balance from the above-referenced project.

All of the following criteria have been satisfied:

- The project is fixed-price (i.e., there is no provision for return of unexpended funds to the sponsor).
All payments required from the Sponsor have been received by the UW.
All required project work is complete, and all reports and other deliverables have been provided to the Sponsor.
All expenses related to the project have been properly charged to the account.

Please transfer the direct cost balance to:

Existing Residual Account: 233
Fund Project

New Residual Balance Account:

233 TBD

Table with 4 columns: Fund, Project, Project UDDS, Spending Edit(s) (if different from Project UDDS), PI (if different from original PI)

Signatures:

Principal Investigator _____

Department Approval _____

Dean Approval _____