

UNEXPENDED FUNDS RESIDUAL TRANSFER REQUEST

Submitted By: _____ DATE: _____

Grant Number/WBSE(s): _____

Sponsor: _____

Principal Investigator: _____

Total Cost Unexpended Balance: _____

All of the following criteria for closing a project to the residual fund, as outlined in SPS Instruction No. 4, updated September 3, 2019, have been satisfied:

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

Please transfer the **direct cost balance** to:

General Ledger: 491020

WBSE: _____ Or: IO: _____

If the residual balance of the total award is in excess of 15% for a federal award, 25% for a non-federal award, or upon request from sponsored programs please provide an explanation below why the balance exists and obtain appropriate signature (someone with first hand knowledge of the work done on the project).

Typed Name/Signature of Academic Approver (only required if residual balance is in excess of 15% (federal), 25% (non-federal) or upon request from sponsored programs).

(Please send completed form to the appropriate SPS Post Award Office).

Printed Name/Signature of SPS Approver