DHHS Carryforward Process in Closing

Automatic Carryforward

* Print submitted FSR
    * o "Tab" it with a label stating "C/F"
    * o Place in grant file

* Increase Unallocated Available for the C/F amount in the "income" SP or the prime SP (Header Description: 'Carryforward from XXXXXX')

* Enter Carryforward amounts as shown below on the Award Data Tab

Closed Grant

	Date	Amount	Action	Grant	
	11/11/2013	7,388.85	To	106716	

Carry Forward/Interest Earned

New Grant

	Date	Amount	Action	Grant	
	11/11/2013	7,388.85	From	103221	

Carry Forward/Interest Earned

* Contact department using email template "Carryforward to Unallocated" located at: S:\bs\common\users\SPS\POSTAWARD\Account Management\(2) DHHS-NASA\CLOSINGS\Carryover Info

* Increase Grant Value to include the carryforward amount

Authorization Required

♣ Print submitted FSR
  - o "Tab" it with a label stating "C/F"
  - o Place in grant file

♣ Increase Unallocated Restricted for the C/F amount in the "income" SP or the prime SP (Header Description: 'Carryforward from XXXXXX')

♣ Contact department and PI using email template "Carryforward Request Needed" located at: S:\bs\common\users\SPS\POSTAWARD\Account Management\(2) DHHS-NASA\CLOSINGS\Carryover Info

♣ If approval is granted, move funds to unallocated available (or utilize budget if received)

  - o Enter Carryforward amounts as shown below on the Award Data Tab once approval is received

Closed Grant

🗐	Date	Amount	Action	Grant	
	11/11/2013	7,388.85	To	106716	

Carry Forward/Interest Earned

New Grant

🗐	Date	Amount	Action	Grant	
	11/11/2013	7,388.85	From	103221	

Carry Forward/Interest Earned

  - o Increase Grant Value to include the carryforward amount once approval is received

  - o Notice of Award from NIH is placed in file (Tab-CF Approval)

♣ If approval is not granted, reduce the unallocated restricted budget (Header Description: 'CF of $XX Not Approved')

  - o Notice of Award from NIH is placed in file (Tab- CF Not Approved)