

RESIDUAL BALANCE TRANSFER REQUEST

PI:

College:

Sponsor:

Project Number:

This section to be completed by Restricted Accounting. Please e-mail this form with the above information provided to RA_Dept@depaul.edu. It will be returned with the following filled in.

Grant revenue (award amount):

Total grant expenses:

Gross residual balance:

Deficits on other grants (if any):

Administrative assessment*:

NET RESIDUAL BALANCE (for transfer to a discretionary account):

RECEIVING DEPT ID:

This section to be completed within the PI's college or administrative unit:

Please confirm the following by marking the check boxes:

- All required deliverables and reports have been submitted to the sponsor.
- The grant agreement does not require return of any unused funds to the sponsor.
- All of the project costs have been charged to the grant account.
- All previously outstanding transactions have posted to the account.

Please explain briefly how the residual funds will be used to support the PI's research, teaching, and/or service, or the work of a center or institute.

If the gross residual balance (see above) is greater than \$25,000 or 25% of the award amount, please provide an explanation for this, below or on an attached sheet as needed.

Dean**

Date:

Please return this form with all information above filled in to Restricted Accounting at RA_Dept@depaul.edu for final processing. You will be notified when this is complete.

Restricted Accounting Confirmations and Approval:

- The agreement between the University and the sponsor is over.
- The agreement does not require return of any unused funds to the sponsor.
- Final payment has been received from the sponsor.

Director, Restricted Accounting

Date:

Final Approval (to be requested by Restricted Accounting):

Provost**

Date:

***A 26% administrative assessment applies. This reflects the rate the federal government has set for administrative cost recovery from grants awarded to colleges and universities. This percentage provides only a partial recovery of actual administrative costs and does not include the additional percentage that DePaul is authorized to recover from grants to help offset facilities costs.**

****DePaul's guidelines and procedures for the transfer of residual balances provide the context for consideration of this request. If the request is disapproved, an explanation that references those guidelines and procedures should be provided. After receiving this explanation, the PI has 30 days to revise and resubmit the request.**