



Residual Balance (RBP) Request Form

This form is utilized allowing Principal Investigators (PIs) to request residual balances consistent with the **Fixed Amount Award - Residual Balance** Policy.

Part A

Project ID: _____ Total Award Amount: _____ Final Expense Amount: _____

I confirm the following:

Option #1: All work has been completed and all project costs have been incurred and charged to the project's chartstring. No project costs were charged to a separate UGA project, chartstring of a UGA affiliate (UGA Foundation, etc.), or third-party funding source. **OR**

Option #2: All work has been completed and all project costs have been incurred and charged to the project's chartstring or a separate UGA project, chartstring of a UGA affiliate, or a third-party funding source. An accounting of those costs and justification for charging to a separate source is attached.

All required interim technical reports (if any) have been submitted to the sponsor and uploaded to the Grants Portal as a Modification.

A copy of the final technical report has been uploaded to the Grants Portal as a Modification, or no final technical report required.

Principal Investigator Name

Principal Investigator Signature

Date

Part B

For Residual Balances in excess of 25% of the total award amount

Percentage Remaining:

Percentage Remaining is determined by dividing the Residual Balance into the Total Award Amount. Please provide an explanation below of how the statement of work was completed under budget – yielding this residual balance.

Department Head Name

Department Head Signature

Date

Dean/Director Name

Dean/Director Signature

Date

Part C

Residual Balances in excess of 50% of total award amount requires review of the SPA Post Award Director. The SPA Post Award Director review/approval will be obtained AFTER this form is submitted to SPA via a Grants Portal modification.

SPA Post Award Director Name

SPA Post Award Director Signature

Date

Reset Form

Print Form

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