



## 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: \_\_\_\_\_

Departmental Residual Chart String: \_\_\_\_\_

**Fund**

**Program**

**Department**

**Class**

#### I confirm the following:

Option #1: All work has been completed and all project costs have been incurred and charged to the project's chart string. No project costs were charged to a separate UGA project, chart string 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 chart string or a separate UGA project, chart string 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.

#### I choose the following:

Option #1: Extend Project for two years from project end date with all budgetary account codes opened **OR**

Option #2: Move remaining funds to departmental residual chart string

#### I confirm the following:

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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