

OSP Residual Balance Transfer Request Form – updated 07242024

DATE: Month, Day, YYYY
TO/From: Grant Manger and Principal Investigator
FROM/To: OSP Post Award
RE: Residual Balance for Award: _____ Grant: _____
Additional Worktags: PI/Assignee: _____ Dean: _____ Dept: _____
Project Description:

Residual Amount: \$ _____ Residual Percentage: _____ % Any amount over 25% provide explanation as an attachment to the form.

The procedure for residual balances can be found here: <https://sponsoredprograms.virginia.edu/unrestricted-residual-balances-sponsored-program-awards>.

The certifications by the Grant Manager and the PI are key for documenting allowability, allocability and reasonableness of all project costs and the charges are appropriate for the work performed. The PI and School/Department Administrator’s signatures also confirm that work has been completed by the research team under the PI’s supervision and the sponsor has accepted UVA’s deliverables without any unmet obligations.

Attestation of the Grant Manager

By checking off the following activities, you agree that all accounting and administrative activities with regards to the sponsored program have been completed in accordance with State and UVA policies and procedures as well as sponsor terms and conditions.

- All reconciliations have been completed and expenditures have been reviewed to ensure they are complete and appropriate
- All commitments have been cleared, expenses have been posted (please attach Grant Balance Available, comparing the awarded budget categories to cumulative expenses incurred)
- All salaries have been charged commensurate with appropriate assigned amount on the sponsored project

I have reviewed the above list and to the best of my knowledge, all items are complete. As a reminder, the department must retain grant records for 5 years from submission of final financial report by OSP; or longer if under audit or litigation.

Signature of Grant Manager Date

Attestation of the Principal Investigator (PI)

By signing this form, the PI agrees that the project has been completed in accordance with sponsor terms and the scope of work, and the cash balance should be moved to a non-sponsored worktag. The PI acknowledges that these are University funds and spending would follow State and University policies and procedures.

Signature of Principal Investigator Date

Signature of School/Departmental Administrators Date