

Date: \$ s dtes s

Subject: UVM Award #:
UVM Project #:
Award Title:
Sponsor:

SPA is in the process of closing the above subject fixed price award, following § Z Residual Balance v ^ % } v • } CE Procedure. § •
Please review, complete, and return this form to the SPA Financial Analyst shown above, by email, within 5-business days of receipt of this form.

Our records indicate:

Award Amount:			
Payments Received:		F&A dollars Unexpended (to be distributed following UVM's IBB Policy)	
Less Total Expenses:			\$ -
Total Unexpended Funds:	\$ -	F&A Rate	%
		% of Direct Unspent Balance to DC Awarded	%

1. Direct Dollars Unexpended Explanation (If applicable):

	If the % of Direct Unspent Balance to Direct Cost Award is >20%, you must provide a brief explanation as to why the actual cost expenditures were substantially less than budgeted. If % of Direct Unspent Balance to Direct Cost Award is <20%, Section #2.

2. Chart String Information:

Insert below the chartstring to be used to Transfer the Direct Dollars Unexpended:

Operating Unit	Dept Code	Fund	Source Code	Function	Project	Program	Purpose	Property

3. Certification and Approvals:

As Principal Investigator, by signing below, I am confirming the following:

1. All work and deliverables have been completed and provided to the sponsor per the award terms.

3. I agree to use § Z residual balance for purposes consistent with the research and scholarship mission of my academic department.

Principal Investigator (required):	Agree/Sign:	Date:
Department Chair or Designee: If Direct Dollars Unexpended is >\$5,000, Department Chair or designee signature is required. No additional signature required if <\$5,000.	Agree/Sign:	Date:
Sponsored Project Administration:	Agree/Sign:	Date: