Residual Fund Transfer

I. SCOPE

This policy applies to all GSU faculty and staff who have the responsibility to oversee or manage fixed-price sponsored projects.

II. PURPOSE

This policy establishes procedures for requesting the transfer of residual balance funds remaining on fixed price, fee-for-service, or fixed fee agreements after satisfactory completion of the work and submission of all required deliverables.

The purpose of this policy is to establish a process that:

a. Provides access to residual funds remaining on sponsored awards that are fixed price, fee-for-service, or fixed fee agreements.

b. Provides a consistent method for obtaining approval for the transfer of residual funds.

c. Ensures that the transfer of residual funds to non-sponsored accounts are not prohibited by any requirements provided by the original sponsor.
I. **GUIDANCE**

A. **Residual Balance Transfer**

It is the policy of Georgia State University (GSU) that residual income on fixed price awards may be moved to a residual account. Residual balances more than 10% of the contract amount will be carefully reviewed to ensure that all costs have been recorded and that cost estimates were not inappropriately inflated. Indirect costs will be assessed against the residual balance at the University’s full indirect cost rate in effect at the time of the transfer of the residual balance.

Prior to the transfer of the residual balance the Principal Investigator and unit business officer need to provide and/or confirm the following:

- All work has been completed
- No outstanding work activities or deliverables remain open or in question by the sponsor
- All required technical reports were received and/or accepted by the sponsor
- All invoices/financial reports for the project were submitted and all payments have been received by GSU.
- Any costs associated with the agreement that occur after the transfer are the responsibility of the College/School/Department where the project was awarded.
- All applicable expenditures have been charged to the award. If the residual balance exceeds 10% of the award an explanation must be provided as to why the balance is this large. This is to be provided on the form available in the Portal.

B. **Closeout/Inactivation**

After transfer of remaining balance to the departmental account, the Research Financial Officer (OSPA) will close and inactivate the project.