To: Department of Contracts & Grants

From: 

Date: 

Subject: 1. Use of Unobligated Balance from a Fixed-Price Contract:

Sponsored Reference ID ________________________________

Sponsor ________________________________

Amount Unobligated $ ________________________________

Workday Award (AWD) ID ________________________________

Workday Grant (GR) ID ________________________________

Requested Period of Use ________________________________

2. Workday driver worktag and related worktags (if applicable) into which the Unobligated Balance is to be transferred:

All costs (internal and external) are incurred and paid, and all of the performance and reporting requirements have been satisfied for the subject contract and have been accepted by the Sponsor. It is requested that the unobligated funds be transferred into the indicated Workday driver worktag for use in accordance with the explanatory remarks below.

Signatures:

Principal Investigator: ________________________________

Department Chair: ________________________________

Dean: ________________________________

Verification: 

Sponsored Projects Accounting ________________________________ Date

Concurrence: 

Contracts and Grants Administrator ________________________________ Date

Approval: 

Contracts and Grants, Director ________________________________ Date

Remarks: (Please attach additional sheets as required.)

________________________________________________________

________________________________________________________

(5/23/23)