Transfer of Fixed Price Contract Residuals

A significant residual balance at the close of a fixed price contract may call into question the integrity of budgeting of costs and accounting of expenses. This procedure is needed to strengthen accountability, provide for accurate budgeting, ensure accurate reflection of effort and lower the risk of non-compliance.

In accordance with APM 60.16, when a Fixed Price Contract is complete, a research administrator from the Office of Sponsored Programs (OSP) will obtain certification of final expenses from the Principal Investigator (PI). The PI will certify that all expenditures charged to the award were allowable, reasonable, and allocable in accordance with the provisions of the award and accounting corrections have been or will be made in compliance with APM 60.07.01. OSP staff will ensure that the institution recovers all indirect costs and any direct costs that were budgeted for in the contract but paid out of institutional funds. OSP staff will verify the final expenses with the PI and the PI’s departmental administrator. If there is more than one PI, all PIs must participate in the process. If PIs are from different colleges, all deans must participate in the process.

Unspent funds will be allocated as follows: the PI(s) receive 10% up to $5,000; the remainder will be divided 15% to the Provost, 15% to the Vice Chancellor for Research, and 70% to the Dean(s).

EFFECTIVE DATE: May 1, 2019
RESPONSIBILITY: Vice Chancellor for Research and Dean of Graduate Studies
BASIS: Accounting Procedures Manuel 60.16

Christopher G. Maples, PhD
Interim Chancellor