



# RESIDUAL REQUEST FIRM FIXED PRICED CONTRACT

This form should be used whenever residual revenue is remaining from a firm fixed priced contract. Residual funds are defined as revenues remaining in a fund upon completion of the project and after all allocable expenditures have been charged including all indirect charges. Remaining indirect revenue will be distributed according to OSP procedure [OSP-08-01](#). All approved direct residual funding shall be transferred and budgeted as supplies.

## FUND INFORMATION

Fund \_\_\_\_\_ Total Direct Awarded \_\_\_\_\_ Current Direct Balance \_\_\_\_\_ Residual 0%

## DISPOSITION OF RESIDUAL BALANCE

- I request that the remaining residual balance be transferred to the existing residual fund \_\_\_\_\_.
- I request that the remaining residual balance be transferred to a new residual fund.

## OSP POST-AWARD ADMINISTRATOR

Name of OSP post-award administrator (if known) \_\_\_\_\_

## EXPLANATION OF REMAINING RESIDUAL BALANCE

Please explain the current direct residual balance if it exceeds 25% of the total direct awarded amount.

## REQUIRED SIGNATURES

By signing below, the principal investigator certifies that all work has been completed to the sponsor's full satisfaction and that all charges, including all direct labor effort, have been charged to the project.

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_ Dept Head / Director \_\_\_\_\_ Date \_\_\_\_\_ Dean / VP (if required) \_\_\_\_\_ Date \_\_\_\_\_

<b>OSP Use Only</b>	
Reviewed _____	Director's Approval (if required) _____
Version 2/3/04	