

Utah State University

Certification of Fixed Price Project Completion Form

I certify that all project objectives have been successfully completed and all appropriate direct costs have been charged to the project.

_____ sponsored by _____
Grant Number Agency

Index Fund

Based on the budget awarded by the agency, I certify expenditures on the grant/match index numbers reflect all the costs needed to provide the agency with the required deliverables. The budget on this fixed price project is \$_____, the expenditures total \$_____, leaving a residual balance of \$_____. The unrestricted index number to move residual fund to is _____.

I understand that prior to a transfer of any residual balance, funds will first be used to recover the following, in the order listed below:

- 1) The full federally-negotiated research Facilities and Administrative (F & A) rate will be collected on the residual and distributed according to the current distribution method.
2) Over-budget amounts on other awards I administer will be covered.

Any balance remaining (after the above) which is 25% or less of the funded amount will automatically be transferred to the unrestricted account specified above.

Any balance remaining (after the above) which is over 25% of the funded amount will be transferred upon receipt and approval of this form and the accompanying explanation of the variance between the project budget and the actual amount expended.

Explanations will be reviewed by a committee consisting of a representative from the Vice President for Research Office, Sponsored Programs Office and Sponsored Program Accounting.

Principal Investigator Date

To the best of my knowledge, the PI on this fixed price project has provided the agency with the required deliverables and all appropriate expenditures have been applied correctly.

Department Head Date

Dean Date

*Submit Form To: Controller's Office, Attention Jennifer Jenkins UMC 2400. Attach explanation for residuals over 25% of the funded amount.