

Fixed Price Surplus Funds Transfer Certification Form

Extramural Funds (EMF)



This form is required for fixed-price sponsored awards with a remaining balance at the award's end when the sponsor allows the balance to be retained. The remaining balance, less applicable Indirect Costs (IDC), will be transferred to an established Organization Sales & Service Fixed Price Surplus Fund to ensure compliance with university policies (see [Fixed Price Awards Balances Guidance](#)). All transfers will be posted to Account 755999. **Extramural Funds (EMF) will process only one fixed-price balance transfer journal per award, so closeout/transfer requests must be thoroughly reviewed and submitted as final.**

Balance Transfer Details & Certification of Eligibility

Request Date:	Requester Name:	
Award Prime PI Name:	Project Number (K#):	
Department	Sponsoring Agency	Sponsor Award Number
Remaining Balance:	Less IDC (if applicable):	Final Direct Cost Balance to Transfer to S&S:

You must provide the full Chart of Accounts (COA) string (e.g., 1511-XXXXX-XXXXX-755999-44-000-0000000000) for the transfer. Flex 1 and Flex 2 are optional fields; however, if you want the balance to post to those segments in the General Ledger (GL), you must provide the applicable values.

Chart of Accounts (COA) string

If there is a **significant unspent balance (more than \$10,000 or over 25% of the total sponsor funding)**, please describe the circumstances and/or reasons that led to the underspending below.

Explanation of Unspent Balance

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By completing this request, you are certifying the following:

- I have reviewed the award terms and confirm that the sponsor permits retention of the residual balance. If terms are unclear, additional confirmation from the sponsor is attached.
- All required deliverables have been met, submitted and accepted by the sponsor.
- The award is not in deficit and has expired.
- All expenditures incurred during the project period (e.g., payroll, cost transfers) have been recorded and are in compliance with UC/UCR policies and the award terms and conditions.
- All commitments have been released.
- I request the transfer of the adjusted direct cost balance to the Organization Sales & Service Fixed Price Surplus COA listed above to further support my research program.

Department Authorization

Financial Operations Manager (FOM) or Financial Administrative Officer (FAO) Signature – **Required**

_____ Date: _____

Principal Investigator (PI) Signature – **Required**

_____ Date: _____

Additional Information:

- Submit this completed form and any supporting documentation through the [Finance Administrative Services Portal](#). Click “Request Help”, then select “Contracts & Grants” as the Service/Business Area. In the Short Description field, enter: “Fixed Price Surplus Funds Transfer.”
- If immediate access to funds is needed, a dummy budget may be created on the GL side using your Org’s Fixed Price Fund with a \$1 budget. However, departments must exercise caution—any overspending beyond the final balance will be the department’s responsibility to cover.

EMF Certification (To be completed by the Accounting Office)

I certify the following:

- All sponsor payments have been received.
- All required financial reports have been completed, submitted, and accepted by the sponsor. *(This includes cost share and payroll certification, if applicable.)*

Verified by: _____ Date: _____