

## Fixed-Price Agreement Close-out Certification Form

Forward completed form to ORSP, Box 13024 or [hanlondjd@sfasu.edu](mailto:hanlondjd@sfasu.edu)

### Per SFA policy 8.12, Fixed Amount Awards

After a project ends, all expenditures have been charged, and the sponsor has made final payment, SFA charges the full federally-negotiated indirect rate against the balance. If the remaining residual balance exceeds 20% of the original award amount, the Controller's Office contacts the sponsor to determine if this balance should be returned.

If the residual balance is less than 20% of the original award amount (or the sponsor allows SFA to keep what's in excess of 20%), then up to \$10,000 or 25% of any remaining balance, whichever is **less**, is transferred to a fixed-price residual (FPR) fund for the PI/PD or an FPR fund for a university-recognized center as designated by the PI/PD. Currently, FPR funds are 150045.

Fixed-price residual funds must be used for on-going research activities or to support the goals and objectives of the PI/PD/center, in accordance with state and university regulations, policies, and procedures.

Any remaining balance in excess of 25% or \$10,000 will be transferred to a designated fund to support research and development.

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### To be Completed by ORSP/Controller's Office

PCF:  FOP  Project End Date

Name of PI/PD  Department

Project Title

Sponsor:

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### To be Completed by PI/PD

If any residual balance should be given to a Center or other department/college, please identify

I certify that I have submitted all deliverables and reports required by the agreement, and that to the best of my knowledge, all such items have been accepted by the sponsor. Attach documentation of acceptance from the sponsor, if applicable).

\_\_\_\_\_  
Signature of PI/PD

\_\_\_\_\_  
Date