

Fixed-Price Agreement Close-out Certification Form

This form ensures compliance with SFA policy 8.12, Fixed Amount Awards, for the proper disposition of any residual fund balance from non-Federal sources.

After the project end date and all expenses allocable to the project have been recorded, the full federally-negotiated indirect cost rate will be charged against any residual balance. If a residual balance exceeds 20% of the original balance, the remaining balance may be returned to the sponsor. After all required deliverables and reports have been accepted by the sponsor up to \$10,000 or 25% of any remaining balance, whichever is less, will be transferred to a fixed-price residual (FPR) fund for the PI or PD, or into an FPR fund established for a university-recognized center. Fixed-price residual funds must be used for on-going research activities or to support the goals and objectives of the PI, PD, or 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.

PCF: _____ FOP: _____ Project end date: _____

Name of Principal Investigator: _____ Department: _____

Project Title: _____

Sponsor: _____

I certify that I have submitted all deliverables and reports required of the agreement described above and that to my knowledge they have been fully accepted by the sponsor. (Attach documentation of acceptance from the sponsor, if applicable.)

Signature of Principal Investigator Date

**Forward completed form to: Office of Research and Sponsored Programs, Box 13024, ext. 6606.
Any fund transfers will not be made and the project not formally closed until this form is received.**