

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 cash received on this fixed price project is \$\_\_\_\_\_ and the expenditures total \$\_\_\_\_\_ leaving a balance of \$\_\_\_\_\_, of which \$\_\_\_\_\_ is F & A and \$\_\_\_\_\_ is residual funds. The unrestricted index number to move residual funds to is \_\_\_\_\_.

I understand that prior to a transfer of any residual balance, funds will first be used to recover the full federally-negotiated Facilities and Administrative (F & A) rate on the balance (see allocation above) and distributed according to the current distribution method.

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.
• 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

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

For Controller's Office Use Only

Date explanation for residual over 25% sent to committee: \_\_\_\_\_

\_\_\_\_\_
Vice President for Research Office Date Sponsored Programs Office Date
Sponsored Programs Accounting Date