



Office of the Vice President and the Chief Financial Officer
Contracts & Grants Accounting Services

#REF!
#REF!
#REF!

Telephone ##
Fax ##

Memorandum

Date: #REF!

To: #REF!
Cc: #REF!
From: #REF!

RE: Fixed Price Award – Close Out
Agency: #REF!
Title: #REF!
UF Contract # #REF!
UF Project # #REF!

Contracts & Grants Accounting is in the process of closing your above referenced project. Please provide the requested information and return this document to our office within 5 business days of its receipt. Fax/email transmittals are acceptable.

Our records indicate the following information:

Award Amount: #REF! Project Expiration Date: #REF!
Payments Received: #REF! F&A Rate / Base #REF! #REF!
Less Total Expenditures: #REF!
Equals Unexpended Funds: #REF!

Direct Dollars Unexpended #REF! **Indirect Dollars Unexpended** #REF!
Residual Balance *Indirects will be distributed following UF's Indirect Cost Return Policy*

If you disagree with this information please contact our office immediately for resolution.

Funds will be distributed as follows: Please provide the destination 212 Residual or 214 Clinical Trials Operating Fund chartfield:

PI distribution: #REF!

Project #	Fund	Dept ID	Program Code
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If you need to open a new Misc Donors Project in 212 or a CT Operating Projects in 214, submit a request to DSR with a copy of this memo and a completed DSR-1 form.

If you agree with this information, then we can proceed to process the unexpended balance. Please indicate below (select one of the three options) how the Direct Dollars Unexpended should be processed by this office.

- Transfer these funds as indicated above (remember to provide project information)
- Do not close this Project. An extension of time is anticipated.
- Return all unexpended funds to the sponsoring agency.

Comments: _____

Please review and sign this affirmation:

As Principal Investigator, I affirm all work and deliverables have been completed and provided to the sponsoring agency per the award terms. Further, that all costs made in support of this project have been charged accordingly and in compliance with the sponsoring agency's award. #REF!

_____/____/____ #REF! #REF!
Principal Investigator Date #REF! #REF!

#REF!