

VCU Grants and Contracts

Virginia Commonwealth University
University Controller's Office

Sample Carry Forward Funds

TO:

Principal Investigator
School of

FROM:

DATE:

SUBJECT: **NIH AUTHORIZED GRANT FUNDS CARRYOVER**

Your current budget for a Banner Index number: _____ will be increased for the carry-overs of unobligated funds from Banner index number: _____.

<u>Banner Account Code</u>	<u>Description</u>	<u>Current Budget</u>	<u>Carryover</u>	<u>Revised Budget</u>	<u>Need Approval</u>
50000	Total Expenditures	\$	\$	\$	\$
50001	Personal Services				
52018	Fringe Benefits				
600082	Contractual Services				
63806	Travel				
620000	Supplies				
70010	Equipment				
639997	Indirect Cost				
	TOTAL COST	\$	\$	\$	\$

You may rebudget the carry-over amount by submitting a Budget Reallocation form through the appropriate channels. Grants Management Office shall review the circumstances resulting in unobligated funds in excess of 25 percent of the total amount awarded to assure that these funds are necessary to complete the project.

If you have questions about your grant, please contact me in Grants and Contracts Accounting at 8-8104.

cc: Fiscal Administrator
School of