



Grants and Contracts Accounting
Fixed Price Agreement Closeout Form

Instructions: Complete the approval(s) below to transfer unspent fixed price agreement balance to a "Pool Index". An index with an unspent balance greater than \$5,000 requires the approval of the Dean. An index with an unspent balance greater than \$50,000 or with a balance greater than ten percent of the project budget requires the approval of the Dean and Vice President or Provost and Vice President.

Brief Description: The department has requested Grants and Contracts Accounting to transfer the residual balance after F&A costs to a pool index.

Principal Investigator: \_\_\_\_\_
Sponsor: \_\_\_\_\_
Project Title: \_\_\_\_\_
Award Period: \_\_\_\_\_
BANNER Index: \_\_\_\_\_
Budget: \$ \_\_\_\_\_
Expenses: \$ \_\_\_\_\_
Cash Balance: \$ \_\_\_\_\_
% Cash Balance to Budget: \_\_\_\_\_

PI Certifications: The Principal Investigator (PI) or designee certifies that:

- the project is complete and all funds have been received;
the fixed price agreement has been charged for all work performed for the agreement and no costs funded by the sponsor have been paid with VCU funds, billed to other sponsored agreements or patients, or absorbed by VCUHS, MCVP, or the VAMC;
any VCU faculty and/or staff working on this agreement have been properly assigned in payroll to this agreement in proportion to their effort expended on this agreement; and
a copy of the transmittal of the final report to the sponsor has been provide to Sponsored Programs Administration or a letter has been sent to the sponsor where no final report is due.

Principal Investigator/Designee: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Department Chairperson: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean (or CFO) Approval: [ ] Approve [ ] Approve with Modifications [ ] Deny

Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President Approval: [ ] Approve [ ] Approve with Modifications [ ] Deny

Signature \_\_\_\_\_ Date \_\_\_\_\_