



Downstate Health Sciences University
Office of Research Administration

The Research Foundation for SUNY
Policy and Procedure

Subject: Fixed Price Residual Balances for Programs, Centers, and Institutes

Effective Date: May, 2023

Issued By: The Office of Research Administration (ORA)

Responsible parties:

- Department Administrators
- Sponsored Programs Finance (SPF) FAs – Financial Analysts
- GM’s- Grant managers
- PI- Principal Investigator
- Department Chairs
- RP – Research Pharmacy
- Hospital & UPB services
- Office of Human and Research Protection (IRB)
- RFCO- Research Foundation Central Office

Background

All funding requires an award to be established in our financial system of record. Funding must be accompanied by a Notice of Award (NOA), an inbound Subcontract, an award letter, a contract, or a letter (typically in the instances of a gift). Each award is a separate funding source, and awards will be setup separately so that funds are not comingled with other funds.

Most of our awards are cost-reimbursable, meaning that the project is funded and spent in accordance with the time and effort associated with it. There are no set deliverables but rather goals or ‘aims’ of the project. Other awards are fixed-price, whereby we are paid to meet specific deliverables and a fixed price is associated with these deliverables. The sponsor often establishes the actual cost, and in some instances, the prices are negotiable.

General Responsibilities

The RF is responsible for ensuring that all project-related bills are paid and expenses are accounted for prior to any cash movement due to residual balances on fixed-price awards. This includes payroll (State and RF), pharmacy costs, hospital, and UPB costs.

All campus departments are responsible for billing in a timely manner and ensuring monies are received in accordance with their billing procedures. Pls using campus services should provide the

hospital and UPB with accurate information so that they can associate a service with a particular study/participant.

Residual balance transfer

If, at the study end, there is a residual balance and once all bills have been paid, the PI and/or department personnel are responsible for completing a [Residual Balance Certification form](#) and obtaining the signatures of the other responsible parties. These signatures are required to ensure that all invoices have been paid, including confirmation that the study is closed per the IRB. If no applicable services were provided, the signatory should indicate 'N/A' and sign the form where indicated.

Before transferring a residual balance, F&A costs will be deducted from the accounts sum (at the rate assessed at award activation or 14.9%, whichever is greater).

The allocation for moving residual balances is as follows:

- 1) Balances less than \$1,001.00
 - a. PI retains 90%
 - b. ORA retains 10%

- 2) For balances greater than \$1,002.00
 - a. PI retains 80%
 - b. ORA retains 20%

Once all parties have signed the form, the PI and/or department personnel must submit the form to Sponsored Programs Finance (SPF). SPF, working with RFCO, will move the allocation as described above.

A new balance account will be established for the PI and the sponsored award will be closed.

Spending on balance accounts

RF policy must be followed when spending these awards. The funds must be used to support research activities, and the same disallowances following RF policy still apply.

Related forms

[Residual Balance Certification form for Programs, Centers and Institutes](#)