Office of Research Standing Operating Procedure

Standing Operating Procedure (SOP) Number OR-SOP-GA-001

Title Standard Operating Procedure for the
Disposition of Residual Funds on Fixed Price Awards

Responsible Authority Associate Vice President for Research Administration
Director of Sponsored Programs, Grants Accounting

Initiating Authority Associate Vice President for Research Administration

Effective Date 9/30/2025

Date of Origin 01/06/2022

APPLICABILITY/ACCOUNTABILITY

This procedure applies to all Principal Investigators (PIs), Research Administrators (RAs) and Grants Accounting Team Members.

BACKGROUND INFORMATION

Every effort should be made to use funds for the original intended purpose of the sponsored award including, but not limited to, wages, support of students, materials, supplies, and equipment. However, at the end of a fixed price or fixed fee for service sponsored award, there may be residual funds remaining. After consideration of eligibility criteria, residual funds will be distributed as follows:

- Once the applicable Facilities and Administrative rate has been applied to the residual cash balance using a Total Cost base formula, the balance of the total direct cost budget may be transferred to the PI balance account. If there are any remaining funds that should have been used specifically for student support the Financial Business Center will place the student funds in student support ledger account(s) to restrict the use for student purposes related to research projects.

Eligibility considerations for funds to be moved to a PI account:

- Agreement includes fixed price payment terms.
- All deliverables have been completed and submitted.
- All revenues have been collected from the sponsor.
- All expenses have been reconciled and paid.

- All required cost share commitments (including faculty or staff effort, student support, tuition remission, or other cost shared expenses) have been recorded and fully funded.
- Appropriate PI effort is expected to be charged to the account unless otherwise excluded by the sponsor.
- Full Facilities and Administrative cost on the total direct cost budget has been recovered on the award.

If the above criteria are met, a transfer of residual funds to a PI Balance account may occur. Office of Research reserves the right to defer or delay distribution of residual funds if a PI has other awards that are not in good standing, i.e., have unmet deliverables, outstanding closeout documentation, underfunded cost share accounts, etc.

SOP STATEMENT

The purpose of this Standard Operating Procedure (SOP) is to provide guidance on the disposition of residual funds at the end of a fixed price sponsored award made to the University of Central Florida.

The Office of Research may authorize the transfer of a percentage of residual funds on fixed price awards to a balance account in accordance with this SOP. This standard is applicable to all active Fixed Price awards, future Fixed Price Awards and Fixed Price Awards that have ended but have not been closed-out.

CONTACTS

Michelle Greco
Director Sponsored Programs, Grants Accounting

Office of Research, Administration
3100 Technology Parkway, Suite 201
Orlando, Florida, 32826-3281

Phone: 407 823 3778
Fax: 407 823 3229

Find more information by visiting the Office of Research Website.

POLICY APPROVAL

Initiating authority's electronic signature:

Kim Smith

Kim Smith, Associate Vice President