UNDERSTANDING POLICY 913

Revised March 5, 2020

What is UCLA Policy 913 (revised 06/15/09)?
This policy applies if there is an unexpended balance remaining after close-out of an expired or terminated fixed price or fixed rate contract or nonrefundable grant. Upon the Principal Investigator’s (PI) request, and with appropriate assurances and approvals, the total unobligated balance will be transferred to the PI as unrestricted funds. The funds will be transferred into the PI's account/cc linked to Fund 69970.

REMINDER: EFM will transfer the Total Cost balance (Direct + F&A) to the PI’s 69970 account. At a later date, the SOM Dean’s Office will deappropriate the F&A portion of the original EFM transfer. Be sure to encumber the F&A portion, so that the PI does not spend it.

Where can the full UCLA Policy 913 be found?
“Disposition of Unexpended Balances in Fixed Rate and Fixed Contracts and Nonrefundable Grants”

Steps to Converting Funds into Policy 913 (Fund 69970) Funds

1. Submit a close-out packet to the appropriate EFM Fund Manager
2. Confirm the contract or grant is covered by Policy 913 by reviewing the Award Synopsis (see screen shot below)
   a. Type of Award – can be CONTRACT OR GRANT
   b. Payment Basis – must be FIRM FIX PRICE or FIRM FIX RATE
   c. Comments – under General, look for a comment stating the award is subject to Policy 913. If the Award Synopsis does not state it, but the two criteria (a & b above) are confirmed, follow up with your OCGA Officer or Analyst to confirm eligibility.
3. Provide your EFM Fund Manager with the following:
   ➢ If the unexpended balance is **25% or less** of the total amount received, have the PI confirm the following via written endorsement, with the Division Chief Cced, to the EFM Fund Manager:
     1) All the work under the award has been completed and if any, all reports have been submitted
     2) All costs of conducting the work have been appropriately charged to the fund established for the award
     3) All invoices have been submitted
     4) All anticipated payments have been received
   ➢ If the unexpended balance is **greater than 25%** of the total amount received from the sponsor, the PI must provide a detailed written explanation of the variance as well as confirmation of the following, with the Division Chief Cced, to the EFM Fund Manager:
     1) All the work under the award has been completed and if any, all reports have been submitted
     2) All costs of conducting the work have been appropriately charged to the fund established for the award
     3) All invoices have been submitted
     4) All anticipated payments have been received
4. Follow up with EFM until the TOF to 69970 has been processed.
5. Do NOT spend the F&A portion of the transfer.
Follow up in 3 months from this date to have EFM move unobligated funds to unrestricted Policy 913 fund 69970. See requirements above.
Hints & Tips

- Unobligated balances will *not automatically* be transferred to a Policy 913 fund (69970). Action needs to be taken to initiate this process (i.e. Smart Closeout Packet submitted to EFM).
- Closeout Packets must be submitted to EFM within 3 months of the project end date, if no other activity, such as a No-Cost Time Extension, is expected.
- All final payments from the Sponsor should be received *prior* to submitting the Closeout Packet.
- On a quarterly basis, Raellen will process a TOF to deappropriate the F&A portion from the total cost transferred by EFM. Be sure not to spend the F&A portion prior to Raellen’s transfer.
- During the course of the original contract or grant project period, ensure the PI expends the funds appropriately, in a timely manner, and as budgeted for the project so that the balance is below 25% of the total amount received at the end of the project period. Excessive unobligated balances, i.e. >25% of total amount received, require strong, detailed justification.