

## FINANCE AND ADMINISTRATION Residual Account Request Form

**SECTION A: PI Name / Department (completed by SRP)**

Faculty Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Dept. / Division \_\_\_\_\_

*In conformance with Residual Accounts Policy Number 950-01-004, I am requesting a residual account. This account allows me to direct-charge a portion of my X base salary to a grant, and in return, receive an allocation equivalent to the amount deposited to the residual account. **The total amount of the X charged to the grant cannot exceed 85% of the X base salary .***

*The gross salary will be immediately allocated. However, the benefits portion will be allocated at the end of the 6-month period. Therefore, at the end of every 6-month period (or the end of the exchange period), the total amount allocated to my account will be adjusted to the amount actually charged to the grant.*

**SECTION B: C&G Grant Information (completed by SRP)**

C&G Primary PI _____	Annualized X Value _____
C&G Co-PI _____	Amount Used, Including This Request _____
Grant End-Date _____	Available Remaining Balance _____ -
Fund Number _____	Salary Rate _____
Grant FAU: _____	Number of Months _____
Exchange Period From: _____	Projected FTE _____
To: _____	Projected Gross Salary _____ -
<b>Comments:</b>  	Projected Benefits _____ -
	Exchange Amount Total _____ -

**SECTION C: Residual Account Information (completed by F&A)**

Residual Account FAU \_\_\_\_\_ Date Established (BEA Funds Transfer) \_\_\_\_\_

**SECTION D: Approval Signitures (signed by all parties)**

Approval Information

Faculty Member Approval _____	Date: _____
SRP C&G Funding Acknowledgement <sup>1</sup> _____	Date: _____
Dept / Division FAO/Manager _____	Date: _____
Division Chair Approval <sup>2</sup> _____	Date: _____
Finance & Administration Approval _____	Date: _____

<sup>1</sup> SRP will be responsible for managing the grant budget, including the salary expenditures, and will need to provide a salary report to substantiate the total salary costs, including salary and benefits detail.

<sup>2</sup> If chair is requesting residual account, then approval need to be granted by CFAO.

**ROUTING: PI REQUESTING ACCOUNT -----> SRP -----> DEPT FAO/MANAGER -----> DEPT./DIV CHAIR -----> SOM FINANCE & ADMINISTRATION**