



Carryforward Parameters:

- Carryforward Project Allocation form is to be completed when Sponsor approval is required to carryforward funds from one period to another period.
- Email form to appropriate Contract/Grant Officer, found at colorado.edu/ocg/directory. The Contract/Grant Officer will determine if additional information is required. Funds will not be moved until Contract/Grant Officer receives approval from Sponsor. Note, if removing funds/de-obligating funds from an active sub, the Sub Officer will deobligate prior to further action.
- Direct questions regarding the use of this form to your assigned OCG Contract/Grant Officer (<https://www.colorado.edu/ocg/directory>)

Carryforward Restricted Project Allocation Process

Departmental Administrators/Fiscal Managers should work with the Principal Investigator(s) to prepare the Carryforward Restricted Project Allocation form.

- Section I: Award Information: Identify the relevant award identifiers and personnel.
- Section II: Project Detail: Complete the project reallocation details.

Notes:

1. For Carryforward From section, the total should include both direct and indirect.
2. For Carryforward To section, the direct and indirect should be broken out, if applicable. Please take into consideration F&A rates and F&A exempt codes when breaking out costs.
3. If detailed budget entry is required by sponsor for the approved carryforward, please work with your Grant/Contract Officer on the appropriate budget format required by the Sponsor.

Section I: Award Information

Award Number:

Principal Investigator:

Proposal Number:

Fiscal Manager:

Sponsor:

Date Requested:

Department Notes:



Section II: Project Detail

Carryforward From			Carryforward To				Total
Description	Project #	Total (use negative sign)	Description	Project#	Direct	Indirect (if applies)	
Total Reduction:			Total Increase:				

Carryforward total must equal zero

By signing below:

- The PI certifies this transaction does not change the approved Scope of Work.
- The Department Fiscal Manager has verified the above information is accurate to the best of their knowledge.

Principal Investigator

Signature:

Date:

Fiscal Manager Signature:

Date: