

## **CARRYFORWARD REQUESTS**

In order to preserve the funding necessary for future expenditures, the PI may request that the funds be moved from a previous or current period into a future period (carry forward). Please review the terms and conditions of the award in order to determine if sponsor approval is required or please contact your Pre-Award Team Member to discuss if sponsor approval is required.

### **Sponsor approval is generally required under the following conditions:**

- The project has distinct budget amounts and financial reporting periods throughout the life of the project
- Carry forward amount exceeds the threshold established by the sponsor
- Use of the funds will be for activities that require a change to the approved SOW

### **The following process is required if sponsor approval is required:**

Carry forward requests should be prepared in collaboration with the PI and department Administrator and submitted to the Pre-and Post-Award Team Member for review, approval and sponsor notification.

### **The Carryforward request should include the following:**

- **The PI's Name**
- **The BC Sponsored Project ID #**
- **The Sponsor**
- **The Sponsor Award number**
- **The title**
- **The budget period**
- **Dollar amount of total funds remaining**
- **Description of how the funds will be used**
- **Justification stating the need for the carry over and how it aligns with the original goals and objectives**

Upon receipt of the request for carryforward, the Post-Award Team Member will confirm the actual amount requested for carryforward and inform. Once the amount of carryforward is confirmed, the Pre-Award Team Member will then submit the request to the Sponsoring Agency.

The PreAward Team Member will then notify the PI and the Department Administration if the request has or has not been approved by the Sponsoring Agency.