

# Carryforwards: What, When, Why, and How

Grants & Contracts Administration

*March 27, 2019*



# Learning Objectives

- Understanding “carryforward” and the flow of the process to successfully submit and receive approval.

# What is carryforward?

- Process by which unobligated funds remaining at the end of any prior budget period may be carried forward to the next (or current) budget period to cover allowable costs in that budget period.
- Synonyms: Carryover/Roll forward

# Types of Carryforward

- Automatic
  - No sponsor approval required
  - Funds carryover from one budget period to the next “automatically”
    - NIH SNAP awards, NSF awards, others
- Prior Approval Required/Restricted
  - Explicit prior approval required from Sponsor
    - Revised Notice of Award (NOA) or other formal communication
  - Current budget is increased to reflect approved carryover



# Terms & Conditions of the Award

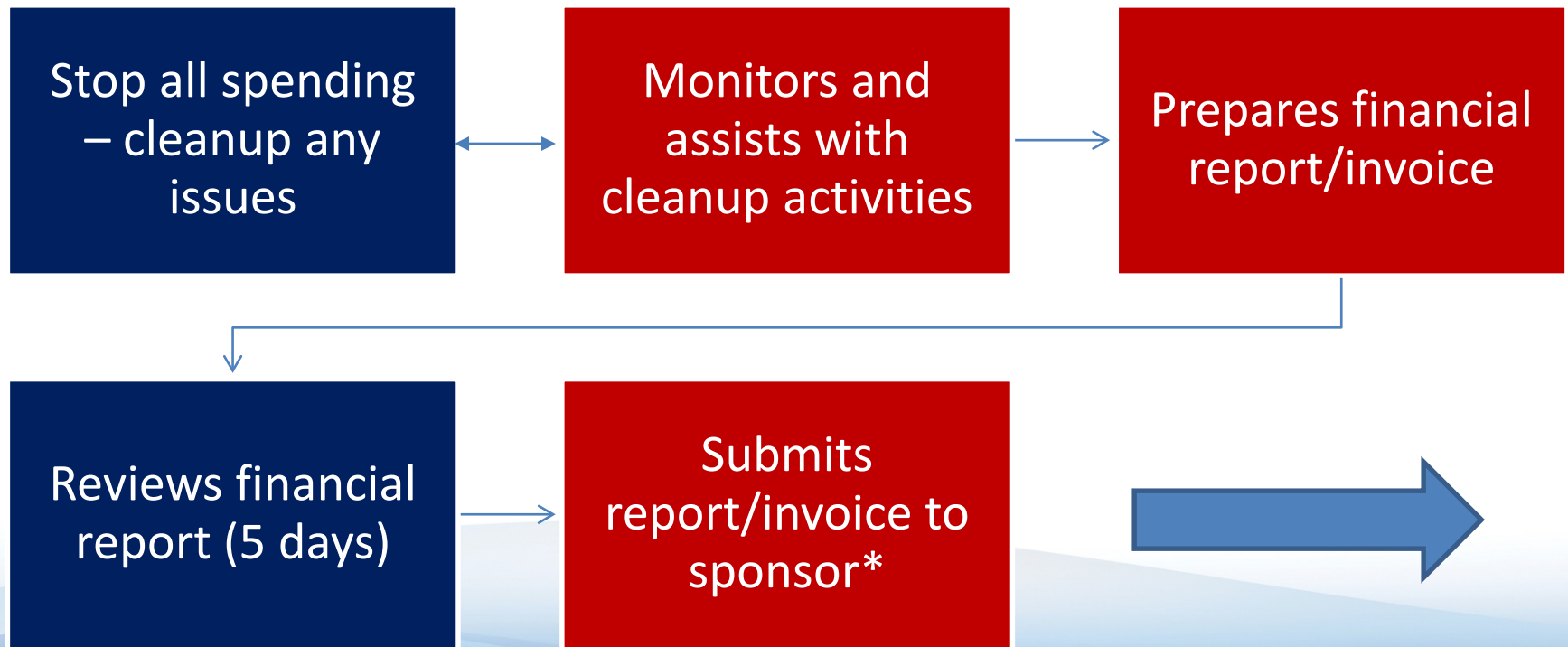
- The Notice of Award (NOA) dictates whether UMMS has automatic carryover or if it requires prior approval
- Specifically addressed
  - An unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval.
  - Automatic Carryforward: No
- Included in Billing/Reporting Terms
  - Invoice marked FINAL within XX days of the end of budget period
  - Financial report due within XX days from end of budget period

# New Project/Grant Numbers

- UMMS establishes *new project/grant numbers* each year for awards that do not allow automatic carryforward.
  - Allows department and university to charge all costs to the appropriate budget period
  - Reflects with greater accuracy the expenditures and remaining unobligated balance for the project

# Closeout Process

## Department & Grant Accounting



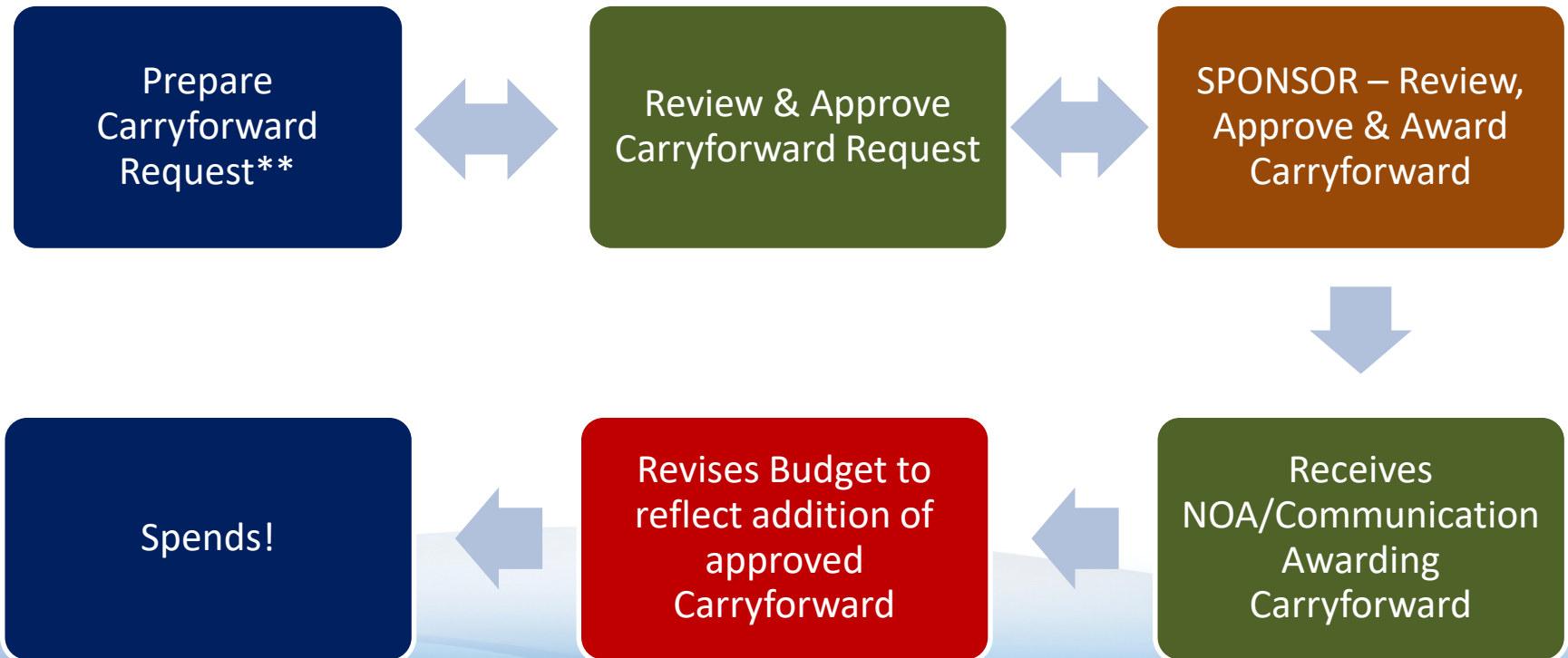
# \*Financial Report/Invoice Submitted

- Reduce the budget of the expired project to match reported/invoiced amount
- Monitor for final payment
- Reconciliation of project
- Project Inactivation
- Inactivate the speedtype



# Carryforward Process

## Department, Grant Accounting, & Sponsored Programs



# \*\*Prepare Carryforward Request

- Carryforward request to the sponsor may/should be prepared by the PI and the Department based on Sponsor requirements.
  - NIH - [https://era.nih.gov/erahelp/Commons/Commons/Prior Approval%20Module/Carryover.htm](https://era.nih.gov/erahelp/Commons/Commons/Prior%20Approval%20Module/Carryover.htm)
  - HRSA - <https://www.hrsa.gov/sites/default/files/hrsa/grants/manage/technicalassistance/post-award-administrative-management.pdf>
  - SAMSHA - <https://www.samhsa.gov/grants/grants-management/reporting-requirements>

# The Carryforward Request

- Communication of Request (letter/email)
  - Statement of work
  - Budget and Justification
  - Additional information as required by Sponsor
- 
- Generally, work should be addition to the approved work plan for the current budget

# Office of Sponsored Programs

- OSP reviews and approves the carryforward request.
- Submission of the request is based on sponsor requirement
- ***Know Sponsor terms & requirements***

# Case Studies

