



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.2630
2.2630

DIVISION: Finance and Administration
Research

TITLE: Grants and Contracts Accounting – Carry Forward & Extending an Award

REVIEWED: May 9, 2016, May 3, 2021

DATE: June 30, 2014

AUTHORIZED BY: Susan Howarth, Exec. Vice President for Strategy, Operations & Finance
Cheryl Stevens, Provost and Vice President for Academic Affairs

I. Purpose and Scope

The purpose of this policy is to establish guidelines and procedures for continued use of unobligated funds beyond the original award end date.

II. Policy

1. Many restricted projects have a beginning and ending date different from WKU's fiscal year (July 1 – June 30). In the normal course of a project, if it crosses fiscal years, no special action is needed to carry forward funds.
2. Carrying forward unspent funds beyond the projects end date for the purposes of spending the allocation (a "no-cost extension") requires sponsor approval. It is the Principal Investigator's (PI) responsibility to request an extension through the Office of Sponsored Programs (OSP).
3. Spending will not be permitted after a project has ended without written permission from the funding agency.
4. In some cases there is a continuation of the same project on a year-to-year basis whereby the sponsor allows any remaining funds allocated for one particular year to be added to the next year allocation of the award. In these cases, this carry-forward allowance should be stated in the contract.

III. Procedure

1. A request to carry forward funds from one grant year to the next (if required), or for a no-cost extension should be initiated by the PI and sent to OSP. This request should be received by OSP at least 30 days prior to the award end date.
2. OSP will work with the PI to ensure that appropriate justification is provided to the sponsor for carry forward of funds, or no-cost extension.
3. OSP will forward any approval obtained from the sponsor to Grants and Contracts Accounting (GCA).

IV. Reason for Revision

May 2016

Five year policy review as per policy 0.000V – no changes made other than including the Provost under “Authorized By” as part of the ORCA reorganization.

May 2021

Updates to Section II resulting from fifth-year review in accordance with Policy 0.000V.

V. Related Policies

All 3.25xx, 3.26xx and 3.27xx policies