

(Logo/letterhead will be here.)

S A M P L E
Carryover Request - Formal Letter
Can also be emailed to GMO
Use only when not under XAuth.

Ms. Lisa Lewis (This is the GMO=Grants Management Officer, copy to the Program Officer)
National Institutes of Health
XXXXXXXXXXXXXXXXXX
Washington, DC 20472

May 11, 201X

Re. Carryover Request for Grant # EM W-XXX-CA-XXXX; Title of Grant, UNM Grant/Fund 3RXXX

This is a request carryover request for (title) Grant # EM W-2000-XXXXX (UNM Grant/Fund 3RXXX, from the University of New Mexico Health Sciences Center.

- <Discuss reason for the unobligated balance>
- <Insert Amount of Funds to be Carried Over. State Direct, F&A, and Grand Total of the request and from what years>
- <Submit a Detailed direct costs budget, along with F&A cost for UNM and any subawards. Make sure to quote F&A rates in effect at the time of the grant, not what the current F&A rate might be.>
- <Discuss budgetary and scientific justification. If costs are for recurring expenses, such as supplies and personnel, explain how these items will be funded in the future year.>
- <Discuss reason why the work cannot be accomplished through rebudgeting of current budget period funds.>

We appreciate your consideration of this request. Should you have any programmatic questions, please contact the Principal Investigator [redacted] at 505-272-XXXX or email XXX@salud.unm.edu. If you have any financial questions, please contact the financial officer, Jason Galloway, UNM Health Sciences Financial Services, at 505-272-0163. Please email your approval to HSC-PreAward@salud.unm.edu, or mail to UNMHSC, Financial Service/PreAward, MSC09 5220, 1 University of New Mexico, Albuquerque NM 87131.

Sincerely,

Principal Investigator, XXX

Jason Galloway – Signing Officer
Contract & Grant Accounting
UNM HSC Financial Services
MSC09 5225, 1 University of New Mexico
Albuquerque, NM 87131
cc: To the Program Manager, write name and address here

Internal Note (delete in letter): Grants policy states the scope of the carryover request should be limited to the approved goals of the project and can only refer to immediate needs in the current year. It is not acceptable to include funds needed in future budget periods. If the grantee has future needs, those needs should be addressed in future budget periods.

In addition, the carryover request will not be reviewed and acted upon without an approved Financial Status Report (FSR) which is submitted by the UNM Fiscal Monitor.