



CARRY-FORWARD REQUEST

A request for a carry-forward must be in the form of an official request letter, should be submitted to FAST no less than thirty (30) days prior to the desired effective date of the requested change. The letter should be co-signed by the **Principal Investigator (PI)** and an **authorized signing official** from the university.

Carry Forward Request - allows for unobligated funds remaining at the end of the budget period to be carried forward to the next budget period. A carry forward request allows the grantee to use the unused prior year funds in the upcoming budget period. Only allowed, if there is a subsequent year of funding and that year of funding has been approved by FAST.

Add the following information if requesting a carry forward:

- 1. FAST Year-End or Final Progress Report**
- 2. Financial report**
- 3. Official request letter** including the following information:
 - a. Name of the PI, grant number and title of grant
 - b. Detailed amount of funds to be carried forward
 - c. Budget periods of when the funds were requested, to what the new dates are to be carried forward, (from budget period 01/01/2021-12/31/2021 ("Year 1") to period 01/01/2022-12/31/2022 ("Year 2"))
 - d. **Detailed justification** for the request:
 - i. Explain what happened to cause the remaining funds to be unspent;
 - ii. Were aims met for current year;
 - iii. A plan for the use of the funds moving forward-including scientific justifications; and
 - iv. A detailed breakdown of current unobligated balance.