

## Carryover of Unobligated Funds

Carryover of Unobligated Funds should be requested to support one-time activities that align with the grantee's existing goals and objectives. If, for awards not subject to expended authority, recipients must request to carryover unobligated funds from one budget period to the next. When submitting a carryover request, keep the following in mind:

- The carryover request should be completed only after the recipient's finance office has determined the unobligated balance for the applicable budget year.
  - The carryover request must be submitted at least 120 days before the end of the program year in which the funds are being requested.
  - Approved carryover funds must be obligated in the year in which they are awarded.
  - Carryover funds are intended to cover only prospective costs, not costs already incurred by the recipient.
  - Funds support one-time activities. Approval for one-time activities does not constitute automatic approval for funding these activities in the future.
6. **TIPS** - All correspondence must be on official agency letterhead and must include the following:
- Date
  - Grantee name and number
  - Point of contact – name and phone number, and email address
  - Two signatures – Authorized Business Official and Project Director

### Required Documentation:

- A Financial Status Report (FSR), which documents total unobligated funds, must be submitted to the Procurement and Grants Office (PGO) no later than 60 days after the end of the budget period.
- Overall budget table indicating current funding levels for each budget category (personnel, fringe, travel, etc.) and carryover funds requested for each category.
- Budget request and detailed justification outlining the activities that will be completed using carryover funds, how the activities relate to the existing and approved workplan, and a cost breakdown for each activity (ex. unit cost per item \* number of items needed = total cost). Budgets should be rounded to the nearest dollar; do not include cents. Ensure that all columns add up.
- Current Indirect Cost Rate Agreement if requesting indirect costs

### Carryover Template

Date \_\_\_\_\_

Attn: \_\_\_\_\_

Grants Management Specialist  
CDC, Procurement and Grants Office  
2620 Grandview Road  
Room 0000, Mail Stop E-09  
Atlanta, GA 30341

Re: Cooperative Agreement Award No. \_\_\_\_\_  
Program Announcement \_\_\_\_\_  
Request to Carryover Unobligated Funds

Dear Grant Management Specialist:

# Sample Letter For Carryover Funds

**SA Adler**



### **Sample Letter For Carryover Funds:**

*Grant Budgeting and Finance* F.E. Sladek, E.L. Stein, 2012-12-06 Do you work for an organization that depends on receiving grant funds for survival Do you work for one that gives grants Have you been in the grants business a long time Or a relatively short time Do you plan to work for a grant giving or grant receiving organization If you answered Yes to any of these questions this book is written for you It will save you money You will share in professional secrets that up until now have not been in print You will find out more about the roles that others play in the grant spending process thus you will have an advantage in dealing with others You will receive tips for spending grant dollars effectively and will be alerted to obstacles that may prevent you from maximizing grant funds Grants programs should be run more efficiently cut out the organizational fat and develop better management techniques a trustee of the Rosenberg Foundation was quoted as saying in the Foundation News recently In this same issue a leader of the Alcoholism Center for Women in Los Angeles told of trimming superfluous grant spending across the board We want to provide the same services she stated We're cutting the fat The topic of the article was California's Proposition 13 and its impact on nonprofit organizations that depend on grant funds for their survival I Not only are taxpayers revolting nationwide against paying ever increasing taxes but Congressmen are apparently listening **Intervention Research** Bernadette Melnyk, Dianne Morrison-Beedy, 2012-04-23 Print CourseSmart

**Intervention Research and Evidence-Based Quality Improvement, Second Edition** Bernadette Mazurek Melnyk, Dianne Morrison-Beedy, 2018-08-28 First Edition received 2012 First Place AJN Book of the Year Award in Nursing Research This is a resource for success and should be a part of any researcher's library Doody's Medical Reviews Praise for the First Edition Written for researchers clinicians and doctoral students the newly revised edition of this comprehensive reference continues to deliver the essentials of intervention research with added content on evidence based quality improvement a must for improving healthcare quality safety and population health outcomes Although typically it takes years for research based interventions to make their way to real world clinical settings this prolonged time for translation frustrates researchers and their interprofessional teams This second edition now delves even deeper into key strategies for rapidly moving research based interventions into real world settings in the form of evidence based quality improvement as well as the challenges of working in an increasingly diverse professional research environment *Intervention Research and Evidence Based Quality Improvement Second Edition* begins at the pilot study phase for intervention research and highlights every step of the way through to full scale randomized controlled trials Written in user friendly format content covers designing conducting analyzing and funding intervention studies that improve healthcare quality and people's health outcomes Chapters cover writing grant applications and show examples of actual applications that have been funded by NIH and other organizations These real life samples are available online alongside additional progress reports and final reports Real world examples of evidence based quality improvement projects that have improved outcomes also are highlighted in

this second edition New to the Second Edition Describes evidence based quality improvement and specific steps in conducting EBQI projects which are essential for enhancing healthcare quality safety and costs along with enhancing population health outcomes Emphasizes the importance of interprofessional teams Focuses on using research based interventions in real world settings Six new chapters o Generating Versus Using Evidence to Guide Best Practice o Setting the Stage for Intervention Research and Evidence based Quality Improvement o Evidence based Quality Improvement o Translational Research Why and How o Factors Influencing Successful Uptake of Evidence Based Interventions in Clinical Practice o Using Social Media to Enhance Uptake of Research Based Interventions into Real World Clinical Settings Key Features Provides a practical comprehensive resource for designing conducting analyzing and funding intervention studies Outlines the specific steps in designing conducting and evaluating outcomes of evidence based quality improvement projects Includes examples of funding research grants progress reports and final reports Serves as a core text for students in doctoral nursing and other health sciences programs

*Program Information Letters & Program Policy Notices of the Bureau of Health Planning* United States. Bureau of Health Planning,1982 Catalog of Federal Tax Forms, Form Letters, and Notices ,1980 State Participation in the Superfund Remedial Program, April 1985 ,1985 *The Complete Book of Grant Writing* Nancy Burke Smith,E. Gabriel Works,2006 The most complete grant writing book on the market including sample letters and 15 sample grant proposals

**GAO Documents** United States. General Accounting Office,1981 Catalog of reports decisions and opinions testimonies and speeches Catalog of Federal Tax Forms, Form Letters, and Notices United States. Internal Revenue Service,1980 **Housing Affairs Letter** ,1982 *ADP Systems* United States. General Accounting Office,1988 Information Systems : SSA's Financial Management of Information Systems Needs Improvement United States. General Accounting Office,1988 State Planning Agency Grants United States. Law Enforcement Assistance Administration,1974

**Departments' and Agencies' Continued Failure to Follow Up and Resolve Audit Findings** United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee,1981 *Security Assistance Management Manual, SAMM, Letter of Transmittal, October 1, 1988* ,1998 Energy and Water Development Appropriations for 2007 United States. Congress. House. Committee on Appropriations. Subcommittee on Energy and Water Development,2006

**The Student Financial Aid Act of 1975, Hearings Before the Subcommittee on Postsecondary Education Of..., 94-1, March 12, 13, 17, 19, 20, 24, 25, 26; April 8, 9, 10, and 11, 1975** United States. Congress. House. Committee on Education and Labor,1975 The Student Financial Aid Act of 1975 United States. Congress. House. Committee on Education and Labor. Subcommittee on Postsecondary Education,1975

**Energy and Water Development Appropriations for 2008** United States. Congress. House. Committee on Appropriations. Subcommittee on Energy and Water Development,2007 **Energy and Water Development Appropriations for 2007: Department of the Army Corps of Engineers, Office of the Assistant Secretary of the Army (Civil Works) and Chief of Engineers** United

States. Congress. House. Committee on Appropriations. Subcommittee on Energy and Water Development, 2006

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