

# Carryover Request

## Background

A carry over request is used to request the use of funds in the current budget period reported as an unobligated balance from a previous budget period.

## Important Caveats

- A current Federal Financial Report (FFR) must be accepted by NIH before the Grants Management Specialist can implement a carryover request. If an FFR is due and has not been submitted, the carryover will not be considered until reporting is up to date.
- The FFR must show the funds available as an unobligated balance.

## How to Request a Carryover

The request should be sent to the NHGRI Program Officer and Grants Management Specialist for the grant via eRA Commons Prior Approval Module no less than 30 days before the proposed incurrence of costs, and include the following information:

- Grant number and name of PI.
- Reason for the unobligated balance.
- Total amount of funds requested.
- Detailed budget for the grantee and sub-awards on PHS 398 Form Page 4 ([MS Word PDF](#)).
- Checklist Form PHS 398 ([MS Word PDF](#)) with Facilities and Administrative (F&A) costs for the grantee. Include forms for sub-awardees, if applicable.
- Budgetary and scientific justifications.
- A description of the work to be accomplished with the carryover.
- Reasons why the work cannot be accomplished through re-budgeting of current budget period funds.
- For recurring expenses such as personnel, describe how you will pay for these items in the future. Use PHS 398 Form Page 5 ([MS Word PDF](#)) if appropriate.