

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 Federal Financial Report (FFR) for the prior budget period must be accepted by NIH before the Grants Management Specialist can implement a carryover request.
- 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 email or mail, 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.