

General Information			
Fill this section out completely for all requests. Complete relevant sections only and then email to osp@uw.edu			
Today's Date:		UW Budget #	
Sponsor Award #		eGC1 #:	
Preparer Name:		Preparer email:	
PI Name:			
Does this award have active subawards? If "YES" dept. must coordinate requests to terminate subawards per the terms & conditions of the award.			YES: <input type="checkbox"/> NO: <input type="checkbox"/>

Early Termination Request	
Early termination is shortening the life of a project prior to completion. It does not apply to completed projects. Chair concurrence (required) may be included as an email submitted with this form or with Chair Signature below. Signature on behalf of Chair is acceptable, if department policy allows. If UW budget is in deficit, PI/department must work with GCA to clear the deficit per GIM 2 & UW deficit resolution policy .	
New end date /date early termination effective:	
Have you received sponsor approval for early termination? If "YES", include agreement modification or other sponsor communication with request to OSP	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
If you do not have sponsor approval, do you need OSP to submit a request to the sponsor? If "YES", Include a concurrence letter with this request.	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
PI Signature:	
PI Printed Name:	
Chair Concurrence:	
Printed Name:	

Request for Relinquishment / Transfer	
For sponsors with system to request relinquishment/transfer requests, has this request been submitted to the sponsor? For sponsors without such system, attach a concurrency letter for OSP to submit to the sponsor along with this request.	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
New end date / date relinquishment effective:	
New Institution / Entity name & DUNS # if applicable:	
Contact email for authorized administrative official at new Institution (if applicable):	
Remaining Award Balance Estimates Questions about estimating unobligated balance? Contact GCA Help 206.616.9995, gcahelp@uw.edu	
Remaining Direct Cost Balance Estimate:	
Remaining Indirect Cost Balance Estimate:	
Total Estimated Award Balance Remaining:	
Will Purchased Equipment remain at the UW?	YES: <input type="checkbox"/> NO: <input type="checkbox"/> N/A: <input type="checkbox"/>
If Equipment is transferring, include descriptions & UW Tag #(s):	
Confirmation / Assurance: By submitting this form, the undersigned accepts relinquishment of the funds. Chair concurrence (required) may be included as an email submitted with this form or with Chair Signature below. Signature on behalf of Chair is acceptable, if department policy allows.	
PI Signature:	
PI Printed Name:	
Chair Concurrence:	
Printed name:	

Request for Fixed Price Balance Transfer Greater than 25%	
Per your departmental procedures, complete this section for balance transfer requests greater than 25%. Email an explanation for the surplus with this completed request to osp@uw.edu.	
Is your balance transfer request for less than 25% of the award? Submit a direct request to GCA via Grant Tracker . Once funds are transferred to a fixed price surplus account, they fall under the direction of department chair.	
Award Budget # ("From" budget):	Fixed Price Surplus Budget # ("To" budget) Include PCA codes if applicable:
Confirm the F&A rates on the award budget & surplus budget match.	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Confirm all deliverables have been submitted to the sponsor	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
PI Signature:	
PI Printed Name:	