

**Administrative Action for Deficit Write-Offs**

In accordance with the Policy of the Office of Research Administration, deficit balances on grant awards should be resolved within 45 days after the final report, final invoice, and/or closeout have been completed. Deficit balances are the responsibility of the PI and his/her department and should be written off to unrestricted accounts; typically the PI's UARF IDC, IDC or another unrestricted account. If the PI does not have the funds to cover the deficit then it becomes the department's responsibility to cover it with their Departmental IDC or other unrestricted account.

If the PI or departments do not respond in a timely manner to deficit notices issued by the Office of Research Administration, the ORA will, in accordance with the Deficit Write-Off Policy, automatically remove the deficit from the grant account and place the charge on the related departmental account. Due to the administrative nature of this action, write-offs will not require departmental approval. Deficit write off transfers for grant accounts will be approved and initiated by the Office of Research Administration.

**THIS FORM IS FOR USE BY ORA STAFF ONLY**

**Section 1: Identifying Information**

PI Name: \_\_\_\_\_ Speedtype: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Comments:

**ORA Authorizations**

Grant Accountant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Accountant Signature: \_\_\_\_\_

Manager, Financial Research Admin. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager, Financial Research Admin. Signature: \_\_\_\_\_

Asst. VP, ORA, Name: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. VP, ORA, Signature: \_\_\_\_\_