1. Preparation for Residual Transfer request

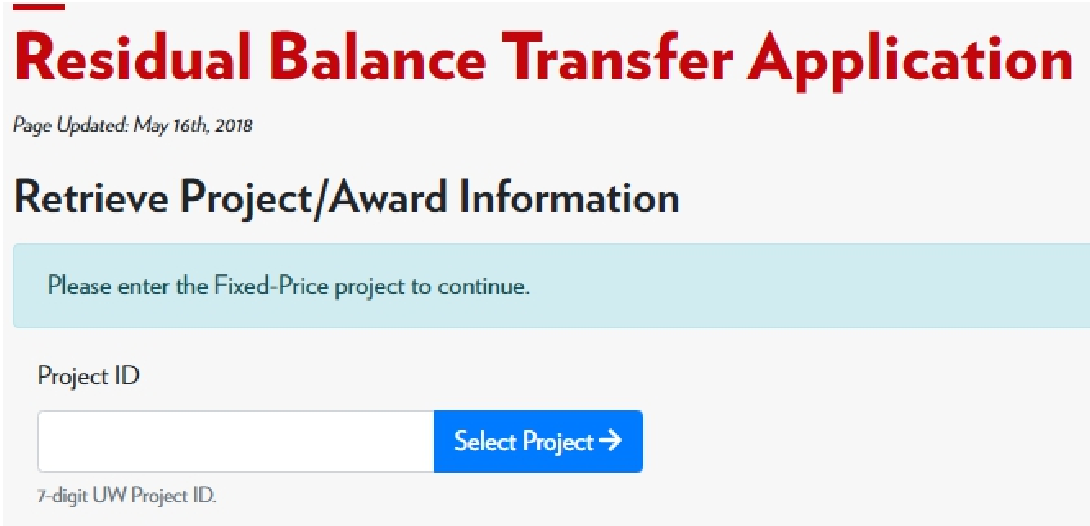
Before entering a Residual Balance transfer request, verify the following to be true. If any of these statements is not true, do not proceed.

- Fixed-price or Clinical Trial project
  (No refund of unexpended balances required)
- All payments required from the Sponsor have been received and applied to project
- All required project work is complete
- All reports and other deliverables have been provided to the Sponsor
- All expenses related to the completed work have been properly charged to the project
- Unexpended budget balance is at least $300
- No open encumbrance balances
- No open AR Items
- No current month expenses
- No current semester tuition remission
- No uncashed checks
- No pending cost transfers
- No Cost Share or Effort issues
- RSP Accountant is aware of request

2. Initiating a Residual Balance Transfer Application

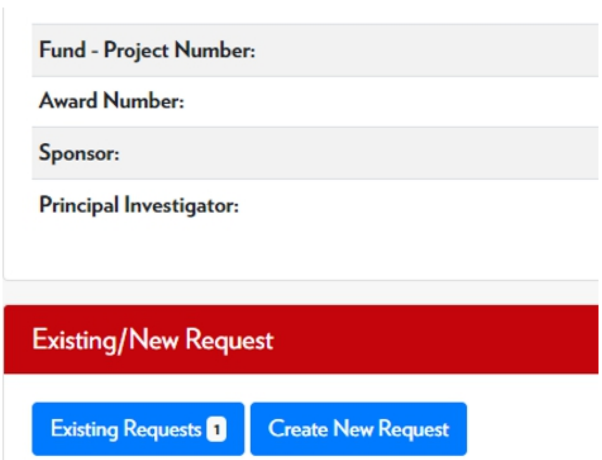
Anyone can enter a project ID in the Residual Balance Transfer Application to start the process.

If an award has multiple projects all with the same end date and approval chain, enter just the primary project. Awards that have projects with different end dates and/or approval chains will require separate requests when appropriate. Contact residual@rsp.wisc.edu with questions about unusual scenarios.

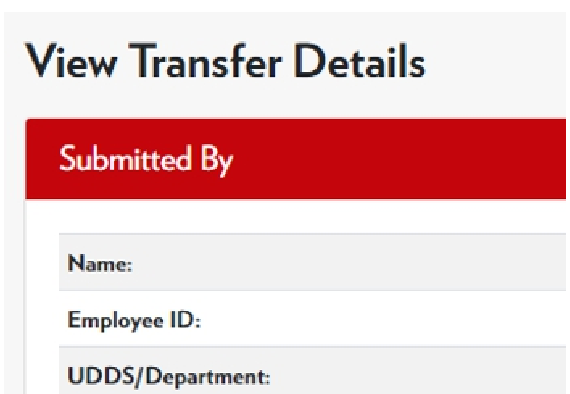


Click the Select Project Button and Project Demographic information will appear.

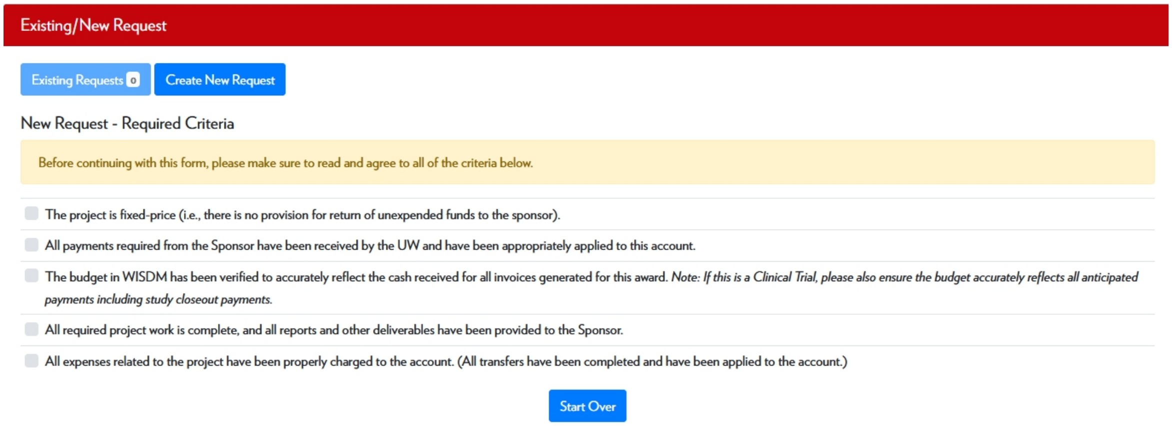
Click Existing Request to continue a previously started request or Create New Request to begin.



Information about the requestor is captured

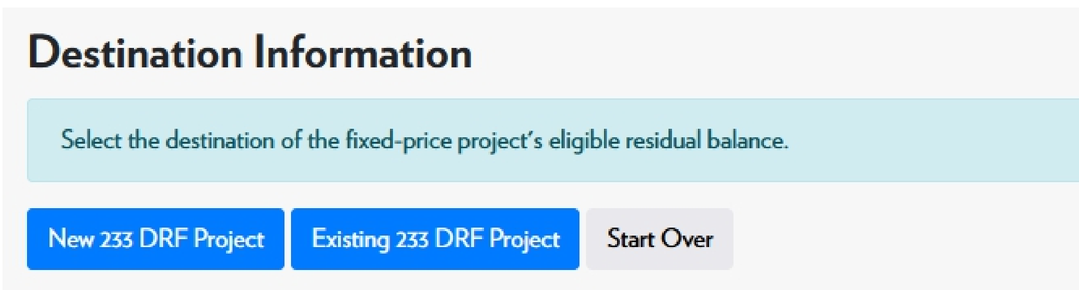


The requestor checks each of boxes verifying Required Criteria to be true.



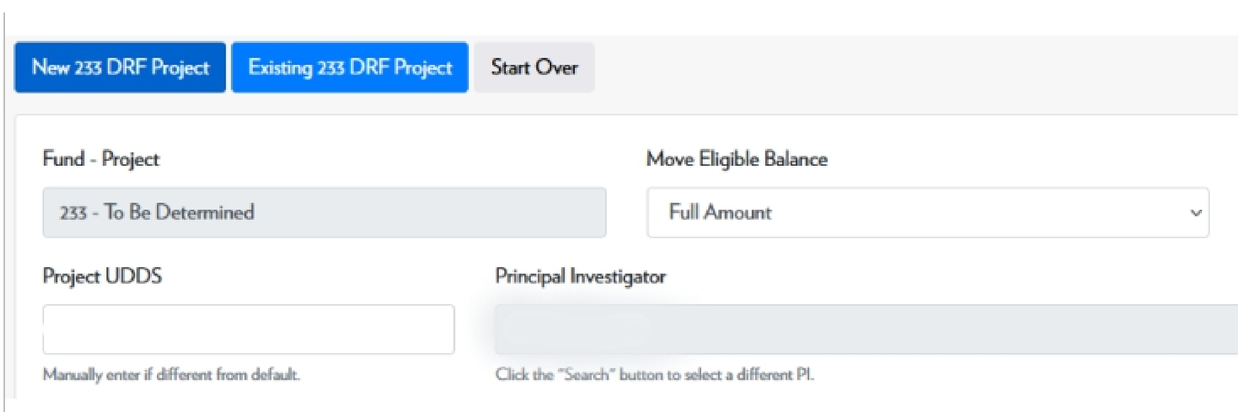
Please do not proceed if any of these statements is not true.

When all the boxes are checked, Destination Information options will appear.



Click Existing 233 DRF Project if the PI or Dept Chair has an existing 233 DRF project(s) to use.

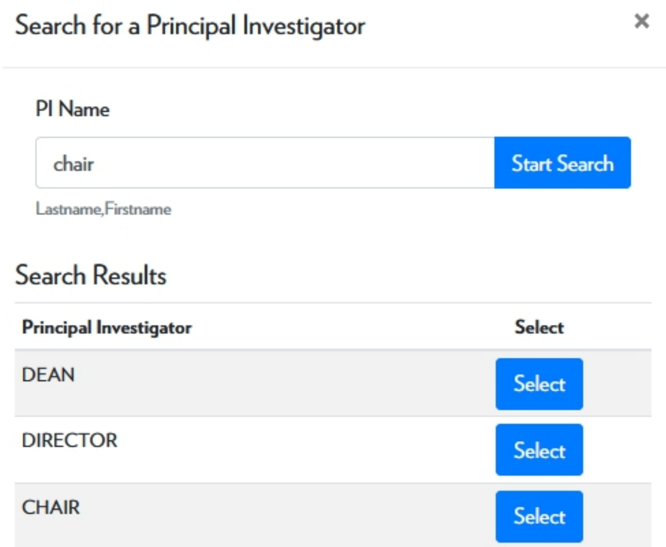
Click New 233 DRF Project a new project needs to be established.



For New 233 DRF projects, verify or update the UDDS and PI.

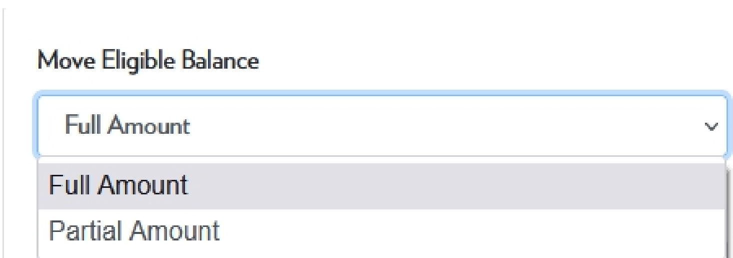
If a different PI for the new 233 DRF is desired, click Search and enter the name intended name.

Use “Chair” if a specific PI is not going to be used. Click start search.

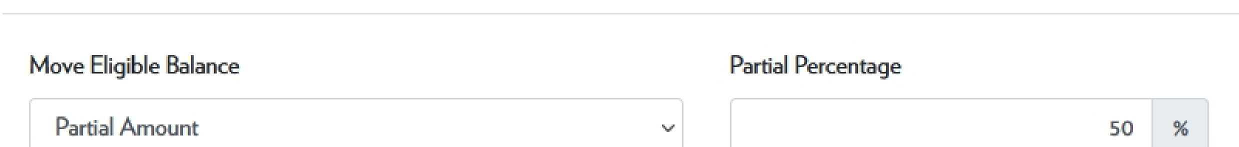


Select the appropriate PI from the Search Results displayed

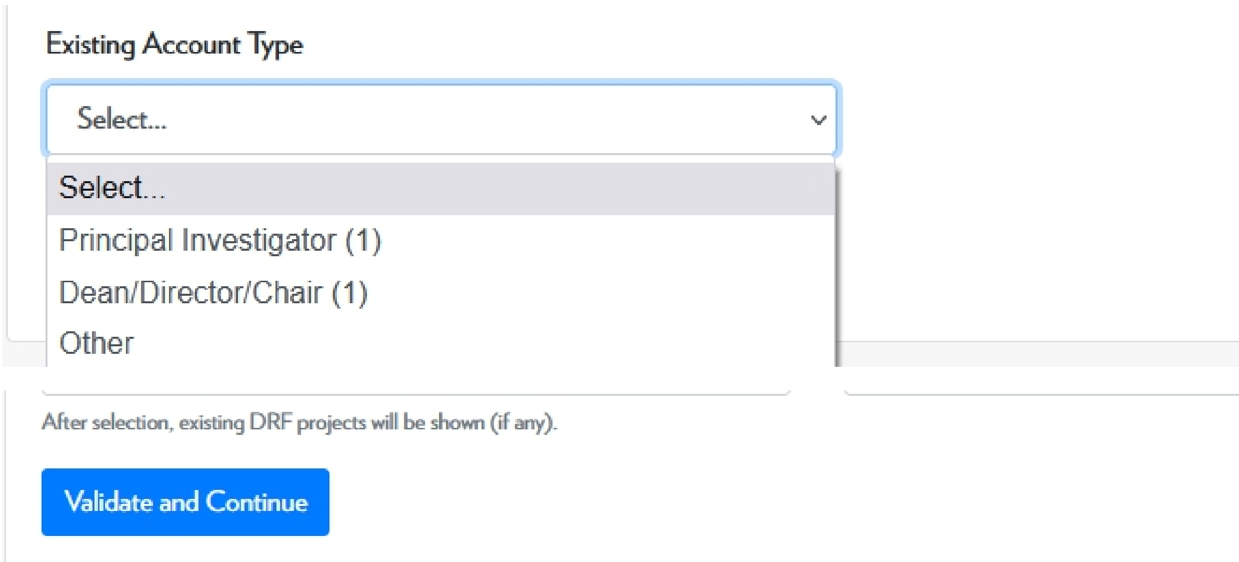
If the entire transfer will go to a single DRF project, select Full Amount



If the residual transfer needs to be split between two or more 233 DRF projects, select Partial amount and enter the percentage of the total to be allocated to each project.



If Existing 233 DRF project was selected, chose from the options that appear in the Existing Account Type dropdown list.

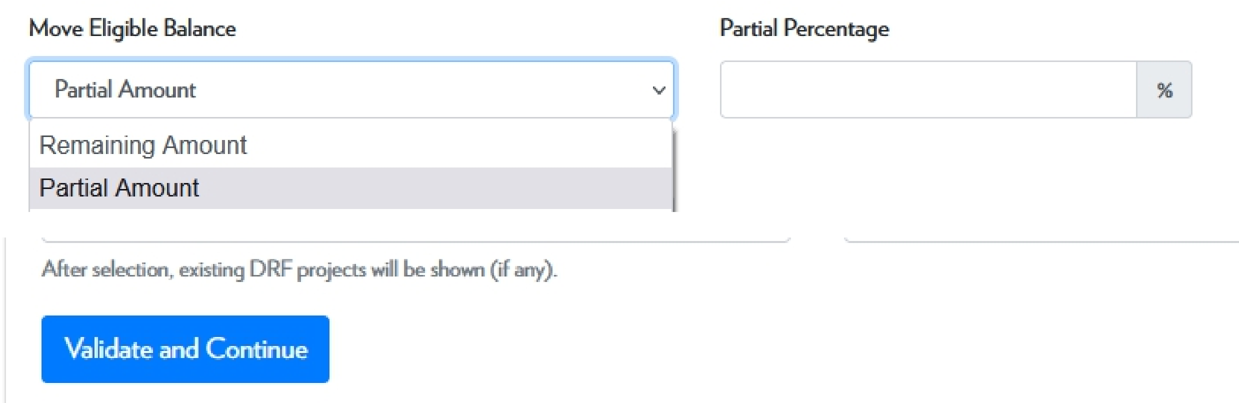


Click Validate and continue to see the options for the remaining percentage to be allocated.

Select Remaining amount if the entire balance will go to a single 233 DRF project.

Select Partial Amount if the remaining balance will be allocated between two or more projects.

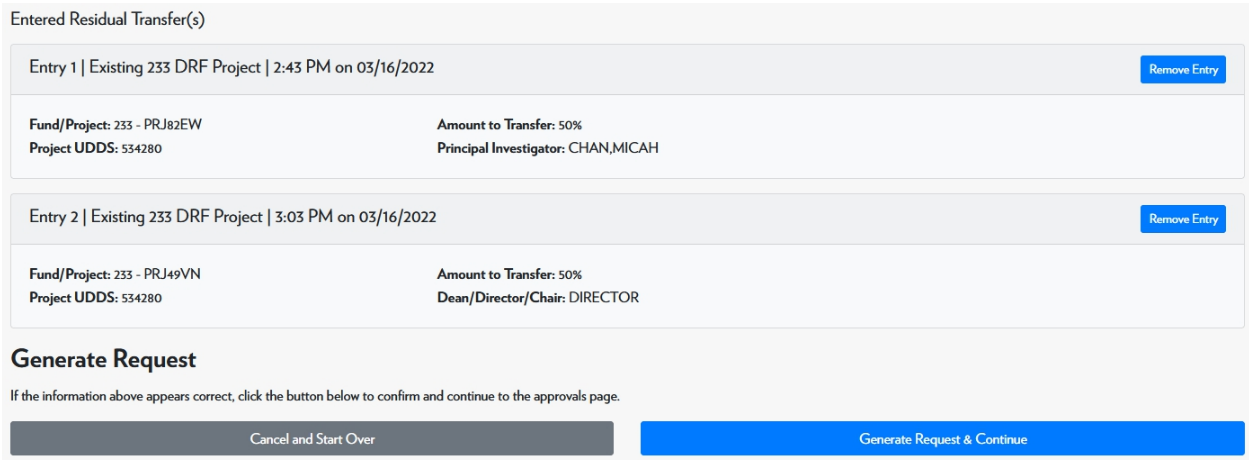
If Partial Amount is selected, enter the Partial Percentage to allocate to the next 233 DRF project.



Click Validate and Continue

Repeat until 100% of the balance has been allocated.

A summary of the request is generated.



Entered Residual Transfer(s)

Entry 1 | Existing 233 DRF Project | 2:43 PM on 03/16/2022 Remove Entry

Fund/Project: 233 - PRJ82EW
Project UDDS: 534280
Amount to Transfer: 50%
Principal Investigator: CHAN,MICAH

Entry 2 | Existing 233 DRF Project | 3:03 PM on 03/16/2022 Remove Entry

Fund/Project: 233 - PRJ49VN
Project UDDS: 534280
Amount to Transfer: 50%
Dean/Director/Chair: DIRECTOR

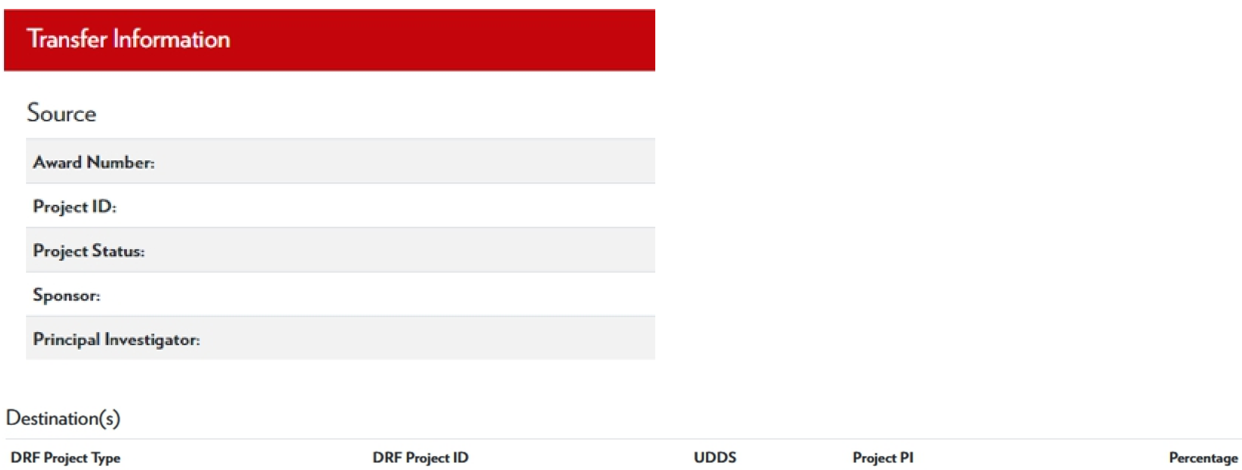
Generate Request

If the information above appears correct, click the button below to confirm and continue to the approvals page.

Cancel and Start Over | Generate Request & Continue

If anything doesn’t look right, click Cancel and Start Over.

If it is correct, Click Generate Request and Continue. Transfer Information is provided.



Transfer Information

Source

Award Number:
Project ID:
Project Status:
Sponsor:
Principal Investigator:

Destination(s)

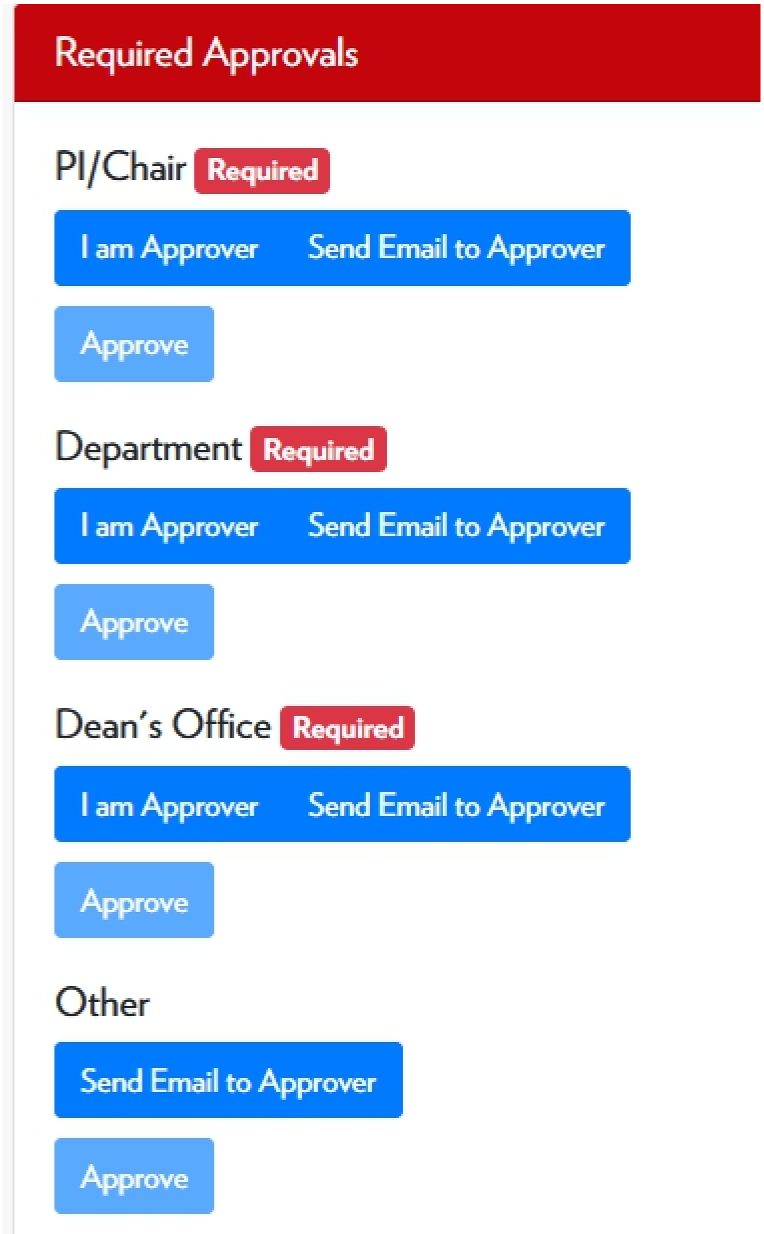
DRF Project Type	DRF Project ID	UDDS	Project PI	Percentage

3. Required Approvals

There are three Required Approvals for each request: PI/Chair, Department and Dean’s office.

“Other” is optional and can be used to inform someone of the intended request.

If the individual creating the requests has authority to approve for any of these roles, they can select “I am Approver” and “Approve”.



The creator of the request selects "Send Email to Approver" and enters the name of the person authorized to approve for each role.

Send Email to Approver

×

Use the search field below to find the individual who can fulfill the PI/Chair Approval requirement.

Name

Search

Last Name, First Name

Search Results

Your search returned 1 result(s).

Name	Email Address	Select
	WISC.EDU	Select and Send Email Notification

An email message like this will be sent to each person selected

From: residual@rsp.wisc.edu <residual@rsp.wisc.edu>
Sent: Wednesday, March 16, 2022 4:01 PM
To: Bridget Montour <montour@rsp.wisc.edu>
Subject: Approval Requested - Residual Transfer Request

Greetings,

Your approval is requested for the residual transfer initiated on MSN123456, ABC1234. Please click the link below to review the transfer and approve electronically.

Review Transfer and Approve

If you have any questions, please contact residual@rsp.wisc.edu.

Thank You.

The link will take the approver to the appropriate Certification statement.

Each Approver role has a unique statement that appears and an option to Cancel or Certify.

PI/Chair

Certify Approval

×

I hereby certify that I am the assigned PI for this award (NOT a designee) or I am the Chair/Director certifying in the absence of the PI. I have reviewed this transfer and confirm it is accurate and appropriate to process.

Cancel Certify

Department

Certify Approval

×

I hereby certify that I have reviewed this transfer request for accuracy and I am authorized to approve the transfer for the department.

Cancel Certify

Dean's Office

Certify Approval

×

I hereby certify that I am the authorized approver for the Dean's Office and I have reviewed this transfer request and agree it is accurate and appropriate to process.

Cancel Certify

Other

Certify Approval

×

I hereby certify that this request is accurate and appropriate to process.

Cancel Certify

If the statement is true, click Certify.

If the statement is not true, click Cancel. Contact the requestor to explain why the request can't be certified. If the certification statement may be true in the future, the request can remain unapproved. If the certification will never be true, contact residual@rsp.wisc.edu for guidance.

When all required approvals have been applied, Submit to RSP Approval will appear

Click the Submit for RSP Approval and Processing

4. RSP process

Submitted Requests appear in a queue monitored by the Revenue Management Team.

Eligibility is verified. Any issues noted are addressed via e-mail.

This step can take some time depending on the volume of requests and issues to address.

When the request is ready for processing, it generally takes three days to complete.

Day 1

Project status is changed to Closed, Adjustments only

F&A on the remaining cash balance is calculated and posted as an expense

Day 2

A journal entry from sponsored project to 233 DRF project is posted

An Award Mod noting amount transferred and destination is entered triggering email notification to award staff.

233 Project Budget increase is entered

Project Lite entry posted triggering email notification to 233 DRF PI

Day 3

Sponsored project and 233 DRF balances are reviewed and corrected if necessary.

233 DRF project documentation is sent to Gift Services

Residual Request and processing checklist are sent to Perceptive Content Award folder

Award/project is added to Closeout queue