

## NIH RPPR Estimated Unobligated Balance Instructions

**What:** In accordance with [Section 8.1.1.1 of the NIH Grants Policy Statement](#), recipients of NIH grant awards under the SNAP mechanism are required to report, as part of the grant’s progress report, whether the estimated unobligated balance (including prior-year carryover) is expected to be greater than 25 percent of the current year’s total approved budget.

**Why:** The “total approved budget” includes the amount awarded for the current year and any carryover from the previous budget period. If the unobligated balance is greater than 25 percent of the total approved budget, the recipient must provide an explanation and a plan for expenditure of those funds in the next budget period.

**How:** To assist with consistent calculation of the unobligated balance, use the “Unobligated Calculator” as follows:

- A. Fill in **ALL** yellow shaded fields (section 12 is OPTIONAL);

NIH Estimated Unobligated Balance Calculator - Fill in items highlighted in yellow			
1. Enter Sponsor Award #		NO1CA300844	
2. Enter Today's Date:		10/12/2018	
3. Enter Banner Grant#		G00004966	
* NOTE: If Multiple Index #(s), complete "Multi Index" worksheet to calculate totals and insert result below			
4. Enter Dates:			
	Budget Period Start:	12/1/2017	Project Period Start: 12/1/2015
	Budget Period end:	11/30/2018	Project Period End: 11/30/2020
5. Enter Current Year's Award amount per NOA:			\$ 314,731.00
* 6. Enter Carryover from ePrint FZRB090 ("Available Balance" as of the end date of the <i>previous budget period</i> ):			\$ 326,379.00
7. Total:			\$ 641,090.00
	Unobligated balance should be less than:		\$ 160,272.50
* 8. Enter Total Available Balance from ePrint FZRB090:			\$ 131,728.00
9. Actual expenditures for current period:			\$ 509,362.00
10. Estimated Expenditures for Remainder of budget period:			\$ 78,983.35
11. OPTIONAL: Anticipated Commitments not reflected in Banner:			
	A. Foreign Subcontracts		\$ -
	B. PDC payroll changes		
	C. Major Purchases		
	D. Allowable OII on commitments		
	<i>(Backup documentation required on A-D)</i>		
13. Projected Expenditures			\$ 78,983.35
14. Estimated Unobligated Balance:			\$ 52,744.65
15. Percentage of Total Years budget:			8%
			<25% Does NOT require justification
			>25% DOES require justification
			<b>NO JUSTIFICATION REQUIRED</b>

- B. If Multiple Index numbers, complete the “Multi Index” worksheet to calculate totals, and then insert the results in the appropriate fields \*6 and \*8.

Parent and child totals							
	Parent	Child 1	Child 2	Child 3	Child 4	Child 5	Total
Index #							
Carryover from ePrint FZRB090							
Total Available Balance from ePrint FZRB090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- Otherwise, insert the single index number amounts in the appropriate fields.

\*6 Carryover is derived from **Banner ePrint FZRB090**, the carryover from the end date of the **previous budget period**. For example: If your current budget period starts 7/1/2017, the previous budget period end date is 6/30/17:

Previous Budget Period end date: 6/30/17

Budget Period Start: 7/1/2017  
 Budget Period end: 6/30/2018

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Report	Description
FZRB090	Budget Statement - Inception To Date

**Banner Finance Production : FZRB090**

Title	AsOfDate
BUDGET STATEMENT - INCEPTION TO DATE	06/30/2017

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments	Available Balance
TOTAL FOR ORGN CODE: 143000 CCIS							
	Total Salaries and Benefits	206,979.00	206,979.00	9,210.36	15,509.49	0.00	191,469.51
	Total Direct Expenses	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00
	Total Indirect Expenses	120,668.00	120,668.00	5,157.80	8,685.32	0.00	111,982.68
	TOTAL Expenses, Transfers, Fund Adds/Deds	336,147.00	336,147.00	14,368.16	24,194.81	0.00	311,952.19

\*8 Total Available Balance is derived from Banner ePrint FZRB090 "Daily Budget Inception to Date"

**Banner Finance Production**

Report	Description
FZRB090	Daily Budget Statement - Inception To Date

Report ID: FZRB090  
 Fiscal Year: 19  
 Fiscal Perd: 02  
 FUND: 500007 HHS/6R01DC005237/Pearlmutter, N  
 ORGN: 131400 Psychology  
 Index: 541250 HHS/6R01DC005237/Pearlmutter, N  
 Grant: G00000165 HHS/6R01DC005237/Pearlmutter, N

Northeastern University  
**DAILY BUDGET STATEMENT - INCEPTION TO DATE**  
 AsOfDate: 06/29/2018

Account Code	Account Code Title	Adopted Budget	Adjusted Budget	Current Period	Inception To Date Activity	Commitments	Available Balance
	Total Salaries and Benefits	566,578.10	566,578.10	0.00	579,742.29	0.00	-13,164.19
	Total Direct Expenses	1,405,226.90	1,405,226.90	0.00	1,394,766.58	90.77	10,369.55
	Total Indirect Expenses	425,811.00	425,811.00	0.00	419,325.30	0.00	6,485.70
	TOTAL Expenses, Transfers, Fund Adds/Deds	2,397,616.00	2,397,616.00	0.00	2,393,834.17	90.77	3,691.06

C. OPTIONAL: Section 12 can be used for anticipated commitments not reflected in Banner. *If used, backup documentation is required.*

D. Once all fields are completed, the worksheet will show if justification is required:

14: Estimated Unobligated Balance:		\$ 87,496.52
15: Percentage of Total Years budget:		17%
		<25% Does NOT require justification
<b>NO JUSTIFICATION REQUIRED</b>		>25% DOES require justification

E. Use the information to complete RPPR section G.10 Estimated Unobligated Balance.

F. Upload the completed calculator worksheet to the ePAWS RPPR proposal record.