

MEMORANDUM

TO: Office of Sponsored Programs

Subject: Fixed Price Authorization for Proposal: _____

The purpose of the memo is to provide departmental authorization for _____ to submit the subject proposal as a fixed-price award. Any cost over-run on the project will be covered by _____ and/or other funds available to the Project Director/Principal Investigator (PD/PI).

It is understood that the PD/PI and School Chair must certify in writing at the end of a fixed price award that the project or activity was completed or the level of effort was expended.

Further, it is understood that firm fixed price awards with a residual balance may be refunded to the sponsor or the amount of the award may be adjusted in accordance with the Federal Government's Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200) and/or sponsor terms and conditions.

PD/PI Signature Date

Dean/Lab Director Date

Reference:

1. Office of Sponsored Programs Policy 4.2.2 - <http://policy.research.gatech.edu/422-fixed-price>
2. Budget, Planning and Administration - <http://www.policylibrary.gatech.edu/business-finance/firm-fixed-price-ffp-residual-balances>
3. Project Closeout in Grants Management System - <http://www.policylibrary.gatech.edu/project-close-out-grants-management-system>