Strategic Network Awards

Carryover Request Template

**Important Notes:**

* If there is an unobligated balance of funds at the end of the final fiscal period and the Center Director is interested in carrying the remaining overall balance of the Center and Projects into the next period, this will require prior approval from the AHA. It will be important for the Project PIs to work closely with their Center Director(s) for re-budgeting and to ensure their institution’s internal balance reflects the remaining balance for the center overall.
* The AHA understands that these are extenuating circumstances that will require a certain amount of flexibility. The carryover request should include details in writing if there have been any delays to the Center and Projects including any updates relating to any institutional changes in policy and research (i.e., restrictions with recruitment efforts, visits and inaccessibility to labs or delays in data analysis).

Submission process:

* The Center Director and/or Project PIs must provide a strong written justification including an explanation for why the funds were not spent during the last fiscal year of the grant and how the funds will be spent during the next year, along with a detailed breakdown.

Deadline for submission:

* It is preferred that your Center/Project PI submits the request as soon as possible for AHA to review and provide feedback in a timely manner. The request will be provisionally accepted and officially approved once the expenditure reports have been submitted and approved.

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| Estimated Total Carryover Requested | $ |

Please provide answers to the following *(3-page limit)*:

1. Why the funds were not utilized during the previous award year for the Center and/or Projects.
2. Description of work to be completed and how funds will be utilized in the next period – please include anticipated timelines and award goals (i.e., publications, presentations, etc.).
3. *Projected* breakdown of the budget by Center and Project(s)