



## Carry Over Requests

Available for unobligated balances from the previous year to complete unmet objectives; no new activities are authorized when carry over requests are approved. Requests should be submitted with the SF-425 due 30 days after the end of the budget period, but can be submitted at any time after submitting the SF-425 while allowing for time to expend the funds.

- **Cover Letter**
  - ✓ Provide the amount of the request. Include unexpended federal funds as well as any non-federal matching funds that were not committed during the budget year. Only include the amount you are requesting, do not include other budget year amounts. Also, clearly indicate that the funds will be used to complete activities which were approved, but not completed by midnight on the last day of the budget period, as allocated in the final budget of record.
- **424a – Complete the form (*for the amount of the carryover request only*), giving special attention to the following:**
  - ✓ Section A columns a, b, e (FAA, box16), and g
  - ✓ Section B columns 1 (federal), and 5 (total)
- **Budget and Budget Narrative:**
  - ✓ The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When making your budget, reflect the budget categories outlined in the 424a (i.e. Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
  - ✓ The Budget Narrative is a justification supporting the need to allocate funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall success of the project.