Date

Mr./Ms. Grants Management Specialist

E-mail

Dr. Program Official

E-mail

Re: LSUHSC-NO P/S No.: XXXXXXXXX

Grant Award No.: X-XXXXXXXXXXX-XX

Project Title: "Project Title Inserted Here"

Dear Mr./Ms. GMS and Dr. PO,

The purpose of this correspondence is to request carryover of unexpended and unemcumbered funds associated with the above-referenced grant, from year \_\_\_ to year \_\_\_.

The funds, in the amount of $XX,XXX.XX (*spell out amount*), were not expended or emcumbered due to (*delay in hiring needed personnel, costs of supplies were lower than anticipated, travel rendered unnecessary as a result of advances in Skype technology, etc.)*.

We wish to carry over these funds in order to (*purchase software, hire a data manager, provide honoraria for grand rounds presentations, etc.)*. Funds would be utilized in the following categories:

*Personnel*

*Fringe*

*Consultants*

*Supplies*

*Other*

*Equipment*

*Patient Care*

*Stipends*

*Subawards*

*Indirect Costs*

*Etc.*

There will be no change in the project's originally approved scope of work.

Please see the attached budget and budget justification, which will provide details on our planned expenditures.

Also attached are evidence that our project holds current *(IRB, IACUC)* approval, along with a brief progress report detailing the specific aims we've completed, and those aims we hope to complete as a result of your approval of this carryover request.

Questions should be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (XXX) XXX-XXXX or XXXXX@lsuhsc.edu.

We look forward to a favorable review of our request.

Very Truly Yours,

PI Full Name

Principal Investigator

Joseph M. Moerschbaecher, III, PhD

Vice Chancellor, Academic Affairs

Attachments: Budget

Budget Justification

IACUC Approval Letter

IRB Approval Letter

Progress Report