

NIH Unobligated Balance Calculator Instructions

Definition: The *unobligated balance* is that portion of the funds authorized by the sponsor for expenditure under a Notice of Award (NoA) that is not expected to be expensed in the current budget period. This includes any portion of subcontract encumbrances that it is known will not be invoiced for work in the current budget period.

Section 1

1. Enter the Research Administrator/Preparer's name
2. Enter today's date
3. Enter full chart string associated with the award.*

Section 2

4. Enter the Current Year's Award from the most recent NoA.
5. *Only when applicable:* Enter any *officially requested and officially approved* carryover from the previous year. This is limited to grants where carryover is restricted, then formally requested, and approved by NIH for use in the current year.
6. *The Target Unobligated Balance will automatically calculate and provide a figure that is 25% of the total.*

Section 3

7. Enter total from Column **A** Incep-TD Budget on GM045.
8. Enter total from Column **D** Incep-TD Exp on GM045.
9. *The Total Remaining Funds Available for Use in Current Year will automatically calculate.*

Section 4

10. Enter the number of months until the next budget period. For example, 1.5 months = 45 days.
11. Enter the average monthly spending for this project based on historical spending. Methods for arriving at this figure include dividing expenses from current year by number of months in the budget period so far, e.g., 10 or 10.5 months depending on when RPPR is due, or dividing Line 8 total expenses by number of months the award has been active, e.g., 34 months for a non-SNAP RPPR being prepared for an upcoming Year 4.
12. *The Months x Average Historical Spending will automatically calculate based on the the number of months remaining and your historical spending.*
13. *Only when applicable:* If there are any anticipated major purchases of equipment or other categories in the remaining budget period above and beyond the historical spending rate, enter the total amount for those anticipated purchases here and a brief but specific explanation in the box at the bottom of the calculator (19) is required.*
14. *Only when applicable:* If there are outstanding subcontract invoices not yet encumbered, enter the total amount here. If this field is used, you must provide a brief explanation in the box at the bottom of the calculator (19).

Any figure on Lines 13 and/or 14 will flag a need for an explanation of these expenditures in Box 19.

15. The Projected Expenditures are automatically calculated by including historical spending, the number of remaining months, and any special anticipated commitments.

Section 5

16. *The Estimated Unobligated Balance is automatically calculated.*
17. *The Percentage of the Current Year's Total Budget is automatically calculated.*
18. *Indicates whether a justification is required in the RPPR. If the unobligated balance is greater than 25% of the total approved budget, the grantee must provide an explanation and provide plans for expenditure of those funds within the current budget year in Section G of the RPPR.*

Section 6

19. Complete when necessary.

*NOTE: The Multiple Chartstrings tab allows this process to be completed for each subproject.