**Fixed Price Agreement - Project Starts**

- Project end date as listed in agreement OR 2 calendar years from start date
- Activity and expenditures to occur according to Sponsor and/or OHSU regulations/policies/procedures

**Fixed Price Agreement - Project Ends**

- PI and Department staff notified at Project End Date
- If Project activity ends prior to Project End Date in OGA, PI and/or Department staff to notify SPA

**Balance Remains in Fixed Price Agreement (Surplus or Deficit)**

- Surplus can be requested to be moved to Program Development Account
- Deficit must be paid off from Non Sponsored account within 90 days of termination of project activity

**Residual Balance transfer to Program Development Account**

- Into existing account
- Request setup of new account

**SPA Program Development Account Request Form**

- Page 1: General information and approval signatures
- Page 2: Listing of balances to be transferred into new account. Each balance should have corresponding status form listing project activity as fully complete

**SPA Program Development Award and/or Project Setup**

- Signature certify an agreement to abide by Program Development Guidelines
- SPA Senior Financial Analyst certifies accuracy of balance listing and initials form
- SPA Director approval required

**Fixed Price Agreement Account Closed**

- Budget is reduced (Direct & F&A)
- Project Funding and Installment reduced
- Residual balance transferred to Program Development Account
- Accounts closed

**SPA Program Development Account Request Form**

- Award: For use of Department or Division
- Project: For use of PI or group of PIs

**Updated: 6/15/02**