

## **Carryover Request Guidance**

Please provide the following information when submitting a carryover request to JHURA.

-PI's Name

-NIH Award #

-JHU Grant #

-Amount of funds to be carried over

### **Three separate PDF's are needed for upload into eRA Commons**

- 1.) **Explanation of Unobligated Balance** - PDF document detailing why funds were not spent.
- 2.) **Detailed Budget** - PDF document on PHS 398 forms including the checklist and budget justification showing how carryover funds will be spent.
- 3.) **Scientific Justification** - PDF document that explains the need for the carryover funding from a scientific perspective.

\*\*\* Please note that there are only **3 fields** available for upload in eRA, so all documents must be prepared as stated above as separate PDF's. In addition, JHURA does not have to sign the documents as submitting the request through eRA is the AOR's concurrence for the request.