Flexible Funding Model (FFM)  
Financial Carryover Instructions for State Programs

After a program receives a Notice of Grant Award for the FFM Cooperative agreement, there may be situations where all the funds that were expected to be spent in a program area during a budget period were not able to be spent. A request for “carryover” may be submitted up to 90 days after the budget period and must include appropriate rationale, reason and justification to retain and utilize the unspent funds in the upcoming budget period.

- The FFM grantee, may submit a carryover request to use unobligated funds in the next budget period. The carryover request should support activities and goals outlined during the current budget period that were not completed.

- Research Progress and Performance Report (RPPR)/Continuation Request/Year End Report) is due 60 days prior to the end of the budget period. Programs may submit their request for carryover with this report or within 90 days of the budget period end date.

- Please indicate in the RPPR one of the following intentions:

  1. You are requesting a carryover at the time of the RPPR submission, or
  2. You may be requesting carryover at a later time, or
  3. No carryover is being anticipated.

- The FFM is considered one award with multiple parts/tracks. The carryover request should include the total carryover requested, with supporting documentation detailing how those funds are split by track (Manufactured Food Regulatory Program Standards (MFRPS), Rapid Response Team (RRT), Food Protection Task Force (FPTF), and/or special projects). The unobligated balance(s) from each track should be used to conduct work and objectives identified in that same track that was not completed as scheduled. All these should then be totaled into one carryover request supported by a combined budget and justification.

- The carryover request must include the following:

  1. A letter signed by the Authorizing Official and Principal Investigator (PI) requesting the carryover with an explanation of why funds remain and a plan on how the activities not completed in the previous year will be completed in the current budget year.
  2. Budget justification by track, a summary budget and a Federal financial form SF-425 to verify that there are funds remaining.

- Carryover requests may be submitted with the RPPR through eRA Commons or via email to the Grants Management Specialist and Project Officer.