

Council on Library and Information Resources
Returned Funds Policy for Grants and Grant-Funded Fellowships

Occasionally, grant funds remain at the close of a CLIR-funded project or at the end of a CLIR-supported fellowship.

In these cases, recipient institutions are required to report this to CLIR and to return all unspent funds in amounts greater than \$100. Funds may be returned by check or ACH.

When funds are returned, provide the following information:

- the name of the relevant CLIR program,
- the name of the project or fellow associated with the original award, and
- the grant or contract number listed in the original award letter (if applicable).

A copy of the project's final financial report, where the remaining balance matches the amount of the funds being returned, must also accompany the return of funds.

Checks can be mailed to:

Council on Library Information Resources
PO Box 825698
Philadelphia, PA 19182-5698

Note: the above address is for **First Class Mail** only. All **Overnight Mail** by special couriers should be sent to the actual site address listed below and should reflect the Lockbox Number and Name.

Council on Library Information Resources
Lockbox Number 825698
525 Fellowship Rd., Suite 330
Mt. Laurel, NJ 08054-3415

For instructions on returning funds by ACH, contact Sharon Ivy Weiss at sivy@clir.org.

Note: due to the substantial fees involved, CLIR cannot accept payments for returned grant funds by credit card.