

UTSA RESEARCH

Transfer of Funds Request Form Instructions

Form Purpose: To document the necessary information to assist the Principal Investigator (PI) in performing a transfer of allocated funds to another budget category.

Image shows a blank "Transfer of Funds Request" form

Step I: Research Service Center (RSC) Location and Award Information sections:

- Use the dropdown list to select your **Research Service Center Location**.

- Next, completed all fields under the section **Award Information**. All information in this section is required.

Step II: Budget Categories – Select Level (Level 4 or Level 5)

- In the section, select the budget category level (**Level 4** is selected by default, however, this option can be changed to **Level 5** if necessary.

- Note: **Level 5** have additional budget categories not included in **Level 4**.

Budget Categories - Select Level Level 4 (Default) Level 5 ← Step II: Select Budget Level

Level 4 Budget Categories

Transfer from (-) Project ID: ← Step II: Enter the Project ID where the funds will be taken

Ref #	Budget Category	Amount
1.	(Select One)	\$0.00
2.	(Select One)	\$0.00
3.	Construction	\$0.00
4.	Consultants	\$0.00
5.	Curation	\$0.00
6.	Equipment - Capital	\$0.00
7.	Equipment Fabrication	\$0.00
8.	Facilities & Administration (F&A)	\$0.00
9.	Fringe Benefits	\$0.00
10.	Office Services	\$0.00
11.	(Select One)	\$0.00

Step III: Select from the dropdown list of Budget Categories

Transfer to (+) Project ID: ← Step II: Enter the Project ID where the funds will be taken

Ref #	Budget Category	Amount
1.	(Select One)	\$0.00
2.	(Select One)	\$0.00
3.	(Select One)	\$0.00
4.	(Select One)	\$0.00
5.	(Select One)	\$0.00
6.	(Select One)	\$0.00
7.	(Select One)	\$0.00
8.	(Select One)	\$0.00

The "Transfer from Total" must equal the "Transfer to Total". The Variance balance must equal to \$0.00

Transfer from Total: Variance: Transfer to Total:

Step III: Indicating transfers between Budget Categories.

- Enter the **Transfer From (-) Project ID** (The funds will be taken out of this Project ID)
- Select a budget category from the dropdown list
- Enter the dollar amount to be moved out of this category.
- Enter the **Transfer to (+) Project ID** (The fund will be re-allocated to this Project ID)
- Select from the dropdown list from the Budget Category. This will be the new assignment category of these funds.
- Enter the amount to be allocated to that **Project ID** Budget category.

Transfer from (-) Project ID: 1000000005			Transfer to (+) Project ID: 10000000024		
Ref #	Budget Category	Amount	Ref #	Budget Category	Amount
1.	Consultants	\$3,000.00	1.	Construction	\$1,500.00
2.	(Select One)	\$0.00	2.	Office Services	\$1,500.00
3.	(Select One)	\$0.00	3.	(Select One)	\$0.00
4.	(Select One)	\$0.00	4.	(Select One)	\$0.00
5.	(Select One)	\$0.00	5.	(Select One)	\$0.00
6.	(Select One)	\$0.00	6.	(Select One)	\$0.00
7.	(Select One)	\$0.00	7.	(Select One)	\$0.00
8.	(Select One)	\$0.00	8.	(Select One)	\$0.00

The "Transfer from Total" must equal the "Transfer to Total". The Variance balance must equal to \$0.00

Transfer from Total: Variance: Transfer to Total:

NOTE: Please consider the effect on F&A or Fringe Benefit calculations. Insure the rate of transfer covers any additional F&A and/or Fringe Benefits

- The difference from the totals will appear in the **Variance** field. This will show the amount left to be re-allocated. The balance in **Variance** must equal to **\$0.00** to account for all of the funds transferred. Repeat **Step III** until all of the transferred funds are allocated.

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Justification (Please provide a brief justification) ← **Step IV: provide justification for rebudgeting.**

Indicate if Sponsored Program has a change in Scope

Is this rebudgeting due to a change in scope? Yes No If yes, scope changes require approval from the sponsor. Please provide the appropriate approval documentation.

With the assistance of the Research Service Center (RSC) Representative, I authorize funds from the above listed Project ID/Award ID to be transferred and distributed as indicated above.

Principal Investigator (PI) Signature: _____ Date: _____

RSC Representative Name: _____ Phone Ext.: _____ RSC Director Approval: _____

Step IV: Justification

- In the section **Justification**, briefly describe why the funds are being rebudgeted .
 - **Note: If the rebudget is due to a change in program scope, a copy of the sponsor approval documents must be submitted with this form.**

Step V: Principal Investigator's signature, RSC Representatives name and RSC Director's Approval

The Principal Investigator must sign and date in the space provided. After entering the RSC Representative Name (the name of the representative that completed the form) and provide completed form to the RSC Director for his/her approval signature/initials.

- Include your name in "RSC Representative Name" and your phone extension
- Please print this form. Next, have the Principal Investigator (PI) review the completed form, and sign and date in the appropriate space. The signature from the Principal Investigator (PI) authorizes the Grants and Contracts Financial services representative to reallocate the funds as indicated on the form.
- Turn in the completed form with PI Signature to the RSC location director for approval.

Step VI: Processing the transfer of funds request.

- The Grants and Contracts representative will include their name and date the request was completed. If more information is required, the Grants and Contracts Representative will indicate if they need to talk to the RSC Representative or the Principal Investigator.

Grants and Contracts Financial Services use only:		Comments:
Processed by: <input type="text"/>	Name of Grants representative who processed this request. <input type="text"/>	Date: <input type="text"/>
Check if more information needed from RSC <input type="checkbox"/> PI <input type="checkbox"/> See Comments.		If needed, provide addition comments or notes here.

- The RSC representative, RSC director or Grants and Contracts representative may include notes in the "Comment" field.

End of Instructions