



Budget Transfer (BT) Request

This form must be completed for a budget transfer request per procedures found at <http://www.research.ucf.edu/Research/awardmgmt.html#budtra>. Please submit as attachment to AMR

HRS Grant ID / Project Number:		Sponsor Contact Email:	
Principal Investigator:		Requesting Unit:	
HRS Award Number:		SET / Research Administrator:	
Prepared By:		Date of Request:	
Budget Transfer Request Number:		% of Overall Budget Affected:	

Budget Category	Amount Increase	Amount Decrease
Personnel (Salary)		
Other Personnel Services		
Fringe Benefits		
Consulting		
Equipment		
Stipends		
Subcontracts with F&A		
Subcontracts without F&A		
Travel		
Tuition		
Other Direct Expenses with F&A		
Other Direct Expenses without F&A		
Facilities and Administration (FACADM)		
Patient Care		
Total		

For budget transfers between Grants / projects, please use separate form for each Grant #

Does this budget transfer require sponsor prior approval?	YES	NO
* Does this budget transfer affect F&A? (If YES, please include the F&A adjustment in the FACADM Section – see note below)	YES	NO
Award Manager may contact sponsor (with copy to PI) if approval / clarifications are required from sponsor	YES	NO

1. State a programmatic justification for the action being requested: How is this action relevant to completing the scope of work of the project? (If salary of key personnel is being adjusted, explain the % of effort change by this action.)

2. State the need for the expenditure in the account code category being increased: Why was the need for this expenditure not part of the original proposal?

3. State the reason for the surplus funds in the account code categories being decreased: Why are the funds no longer needed for their original budgetary intent?

CERTIFICATION

Principal Investigator and Research Administrator certify to the best of their knowledge that the requested budget transfer is consistent with sponsor and university policies.

Principal Investigator Signature

SET / Research Administrator (when applicable)

* F&A is affected if modified total directs costs (MTDC) exclusions are included. MTDC costs shall exclude equipment, capital expenditures, charges for patient care, rentals costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.