Office of Research

Completing the Budget Transfer (BT) Request Form
Walkthrough Support

Date: 3/27/2019

Subject: Walkthrough Support for Completing the Budget Transfer Form

Purpose: The purpose of this brief walkthrough document is to provide guidance to business units on completing the Budget Transfer (BT) Request Form.

1. The Award Manager will provide the Budget Transfer (BT) Request Form to the Business Unit. (When the website undergoes the necessary updating, it will also become available online at http://www.research.ucf.edu/Research/awardmgmt.html#budtra.)

2. The Business Unit will complete the majority of the form, starting with the first table of basic identifiers (shown in the following screenshot).

Account Number:		Sponsor:	
Principal Investigator:		Business Unit:	
RID Number:		Research Administrator (if applicable):	
Prepared By:		Date of Request:	
Budget Transfer Request Number:		Percentage of Overall Budget Affected:	

Please note that the college, department, institute or center (rather than the general entity of UCF or RF) that owns the project constitutes the Business Unit.

Business Unit:	College of Nursing

3. The Business Unit will complete the table shown below to reflect the requested movement of funds between budget categories (such as salary, OPS, travel, expense, OCO/equipment, consultants, subcontracts, stipends, and tuition).

Budget Category	Amount Increase	Amount Decrease
Total	0	0

Please note that the figures in the "Total" line (circled above) under the "Amount Increase" and "Amount Decrease" columns should be equal, because the total award amount is not changing. Although most requests should fit in the five rows available on the form, the Business Unit may use additional sheets if the space proves insufficient.

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4. The Business Unit will provide additional details in the section featured below, which requires the budget transfer request's programmatic justification, budget category increase/decrease explanation, and indirect cost consequences.

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?

4. Does this budget transfer affect F&A? ☐ Yes ☐ No
If YES, please include the F&A adjustment in the above Budget Category Section. 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.

Please note that the text sizing in these response fields is set to adjust automatically to accommodate the entry. Again, the Business Unit may use additional sheets if the space proves insufficient.

5. At the bottom of the form, the Business Unit will certify that the requested action complies with sponsor/university policies.

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

Research Administrator (when applicable)

Please note that the Office of Research requires only **one signature** from the Business Unit. In other words, if the Research Administrator signs, then the Principal Investigator's signature is not necessary for processing. The underlying belief is that the budget transfer request emerges from a collaborative effort between the Business Unit and Principal Investigator and that the

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Research Administrator is authorized to submit the request on behalf of the Business Unit and Principal Investigator.

The Business Unit may initiate its own internal rule that requires both signatures, but the Office of Research will accept the authorization with one signature.

The reason that the forms says "when applicable" in parentheses next to "Research Administrator" is that not all Business Units have a designated Research Administrator.

6. The Business Unit/Principal Investigator will compile the budget transfer request – including all of the information listed previously like the identifiers, categories, amount(s), and clear justification – and submit it to osp@ucf.edu for review and processing.

7. The OSP Inbox Moderator will forward the request for assignment.

8. The Award Manager will complete the internal use box below to review and respond.

Internal Office of Research Use Only	
Date of Review:	
Reviewer:	
Status:	Select One
Sponsor Prior Approval Required	
Date of Last Action	
Notes	

9. If sponsor approval is required, the Award Manager will confirm with the Principal Investigator before moving forward and then submit the budget transfer request to the sponsor (should the Principal Investigator elect to seek external approval).

10. Once approved (internally and externally if required), the Award Manager will make the requested transfer in the system and then disseminate the Awarded Funding Report (also known as the Form 650) that reflects the budget changes to the Business Unit/Principal Investigator.