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 to osp@ucf.edu.

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:	

Budget Category	Amount Increase	Amount Decrease	Internal Office of Research Use Only	
			Date of Review:	
			Reviewer:	
			Status:	
			Sponsor Prior Approval Required	
			Date of Last Action	
Total			Notes	

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.

5. Does this budget transfer require sponsor prior approval?   Yes   No

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)