



GRANT BUDGET TRANSFER REQUEST

Office of Research and Sponsored Programs Holthusen
Hall 341
Phone: 288-7200 Fax: 288-1578
<http://www.marquette.edu/orsp/>

Instructions: Use this form to rebudget funds within a grant account.

Submit the completed form with attachments to postaward@marquette.edu

(resp. center) / (restriction)

Account #

#	EFFECTIVE DATE OF TRANSFER	FROM NATURAL	TO NATURAL	AMOUNT
1				
2				
3				
4				
5				

REQUIRED: Below, please provide justification to support the budget transfer. Please be aware that often sponsors require prior written approval to process budget transfers. ORSP will assist in understanding your sponsor’s guidelines to determine if a proposed change requires prior written permission from your sponsor. Transfer requests without proper support will be returned unprocessed.

1) Please describe why you need to make the budget transfer defined above.

2) Was prior permission need from your sponsor. Yes No

If yes, a copy of my request and my sponsor’s response is attached.

I certify that budget transfer requested is necessary to complete the goals and objectives of my grant as awarded. The proposed charges are reasonable, allocable and necessary to complete my project

PI/Authorized Signer

Date

APPROVAL:

ORSP

Date

EXAMPLES OF COMMON EXPLANATIONS FOR BUDGET CHANGES

1. When my grant was originally written, I anticipated hiring a graduate research assistant. I have had a difficult time recruiting a qualified student so I need to hire a part-time employee to accomplish my project objectives. I am also transferring funds to account for the difference in fringe benefits due to the different classification of employee.
2. When my grant was originally written, I had a functional computer. Since then, it no longer is capable of performing the functions necessary to complete my research. I need to transfer supply dollars to purchase a computer.
3. When my grant was written, I overlooked the need to attend a professional conference to disseminate my results. I need to transfer unused supply dollars to travel in order to disseminate as promised in the proposal.
4. I have a grant for which I anticipated greater student salary needs than required. I need to transfer salary dollars to operating to release a supply item currently on hold.