

UNION COLLEGE BUDGET TRANSFER/REALLOCATION APPROVAL FORM
For transferring or reallocating funds between awarded budget categories.

Instructions:

The Principal Investigator (PI) must work in consultation with the Financial Services Office and the Grants Office to move funds from one budget category to another of an awarded grant budget. The Financial Services Office, in consultation with the Grants Office if necessary, will determine if the changes are allowable per institutional policy, grantor policy, and the award terms and conditions.

Please note that certain budget modifications may require funding-agency approval (e.g. [Exhibit II-1](#) of the NSF Award and Administration Guide). If grantor approval is required, the PI must work in consultation with the Grants Office to initiate the official request, keeping with the grantor guidelines and policies.

A. GRANT INFORMATION	
IFAS Account Number:	Agency Award ID:
PI Name:	
Sponsor:	
Project Title:	

B. REQUEST DETAIL			
Is this funds transfer request related to a change in project objective or scope:			Yes No
Amount	Budget Categories		
\$	Move from:	Move to:	
\$	Move from:	Move to:	
\$	Move from:	Move to:	
Total Amount of Transfer: \$		Percentage of Total Grant Award:	%

C. JUSTIFICATION FOR REALLOCATING / TRANSFERRING FUNDS	
PI Signature:	Date:

D. APPROVALS	
Grants Office Name:	Approved (circle one): Yes No If no, explain: Signature: _____ Date: _____
Financial Services Office Name:	Approved (circle one): Yes No If no, explain: Signature: _____ Date: _____