



Authorization to Transfer Operating Funds to a Research Account

Purpose of the form - This form is to be used when transferring Operating funds (i.e. account # 10-x-xx-xxxxxx) into a research account (i.e. account number 60-x-xx-xxxxxx)

Name of Principal Investigator (PI)

Department

New Account Required?

 YES

 NO

If YES:

Please enter start and end dates:

 Start date

 End date

If NO:

Existing Research Account number:

 Account Number

 Project ID #

 Romeo #

Please attached the following information:

- A. A title for the research/scholarly project
- B. A description of the research/scholarship that will be supported
 1. The specific research/ scholarly activities to be undertaken (i.e. g what they are, when will they happen, and where they will happen)
 2. The anticipated results
 3. A budget of how the funds will be spent (include categories such as salaries & benefits, travel, equipment, materials & supplies, professional services)
 4. Anticipated time period (3 year max) over which the account is to be maintained
- C. Attach any additional supporting information (e.g. an appointment letter for start-up funds, other internal award letter)

Account(s) in which funds to be transferred are currently held:

Account Number	Project ID (if applicable)	Transfer Amount (\$)	Account Authority Name**	Account Authority Signature

** An account authority cannot approve transfer of funds to their own research project

Principal Investigator Individual responsible for the research			
	Name	Signature	Date
Vice President Academic & Research Approval of research activities			
	Name	Signature	Date
Comptroller Budget approval			
	Name	Signature	Date

Financial Services Office only			
	Account #	Project ID#	Date of Transfer

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of transferring funds to a research account. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.