



START-UP Research Account Fund Transfer Request

Use this form *only* to transfer start-up research funds into a PI's research account.
Each section must be completed accurately to avoid delays.

For any other transfers, please use the *Operating Funds Transfer to Research Account Request (Non Start-Up)* form.

Principal Investigator Information

PI Name

Department/Faculty

Project Information

Project Start Date

Project End Date

Please attach a document with the following information:

- The title for the research/scholarly project & description of the research/scholarship that will be supported
- The specific research/scholarly activities to be undertaken (i.e. what they are, when they will happen, & where they will happen)
- The anticipated results
- A budget of how the funds will be spent (include categories such as salaries & benefits, travel, equipment, materials & supplies, professional services)
- Letter of Appointment

Transfer Information

Account(s) from which the funds will be transferred:

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

Note: An Account Authority cannot approve transfer of funds to their own research project

Total Transfer Amount

Fiscal Year of Transfer

One-Time
Annually*

**If transfer is to occur annually, please attach a document with additional details regarding the annual transfer, i.e. dates, amounts, reason, etc.*

Required Signatures

Principal Investigator

Individual Responsible for the Research

Name

Signature

Date

Office of Research Services

Approval of Research Activities

Name

Signature

Date

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.