Boston College: OFFICE FOR SPONSORED PROGRAMS
Budget Transfer Checklist

To ensure timely processing please review the list below _prior_ to sending OSP your Budget Transfer Request:

- ☐ Is the grant still active?
    - ☐ If not, have you requested a no-cost extension? (please attach email request)

Salary:

- ☐ Does the transfer involve salary from different accounts with different fringe rates?
    - ☐ Yes?
        - ☐ Is a fringe benefit transfer included?
        - ☐ Did you use the correct fringe rate?
- ☐ Is prior approval needed from Sponsor? (Example: change in scope, effort reduction >25%)
- ☐ Justification for transfer included? (Example: who are you hiring and why do you need to hire them)
- ☐ Verify budget funds available to transfer
- ☐ Does this transfer reflect all future salary needs for funds in this budget category based on a projection of anticipated expenses through the end of the grant period, in an effort to reduce volume of budget transfers?

Non-Salary Expenses:

- ☐ Are you are moving funds in or out of a line that will impact F&A? (Examples: Equipment, Participant Support, Subs (64430), Tuition Remission)
    - ☐ Yes?
        - ☐ Is a F&A transfer included?
        - ☐ Did you use the correct F&A Rate?
- ☐ Is prior approval needed from Sponsor? (Examples might include: Equipment or Subs not in the original proposal, foreign travel, change in scope)
- ☐ Justification for transfer included? (Example: Travel - where/who is going/why)
- ☐ Verify budget funds available to transfer
- ☐ Does this transfer reflect all future needs for funds in this budget category based on a projection of anticipated expenses through the end of the grant period, in an effort to reduce volume of budget transfers?