

The following instructions will guide you through how to download, complete and return the “TRANSPASU” form.

1. Download the form and fill out online

- Request Transfer of Money(TRANSPASU)
- Complete the interactive pdf form from your computer. Signatures must be completed by hand once the form has been printed.

2. Complete Sections A, B, and C

- Do complete sections A, B, and C.
- DO NOT write in any other areas, including “Date Prepared”

SECTION A:

SUB-BUDGET TITLE

(Bridge Fund – last name of PI)

CURRENT BUDGET PERIOD

These are one year awards. So if your award is in June, your budget period should read 6/01/xxxx to 5/31/xxxx.(one year period) If your Award is in January, your budget period should read 01/01/xxxx to 12/31/xxxx. (One year period)

TOTAL BUDGET PERIOD

Same as Current Budget Period

PI EID No.:

Employee Identification Number of your PI

ORGANIZATION CODE:

This is a ten-digit number. See your department administrator.

SECTION B:

- Round all figures to the nearest dollar.
- Funds will be allotted all to “38 – UNALLOCATED BUDGET”

SECTION C:

- Print the form.
- Get signatures from the PI and the chair or Dean.

3. Return form with Original signatures to OR (not GCA)

- Print, sign, and return with original signatures to:
Sam Castro, Office of Research,
Box 351202
- Photocopy the original if you wish to retain a copy for your records