**Form for Budget Transfers between Budget Items / PIs**

**PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GIF Grant No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A - Shifting Funds between Budget Items**

Please note that there is NO need for GIF approval if you shift up to 50% of the yearly budget of a budget code to a different existing budget code.

Exceptions to this rule are: Non-Expendable Equipment and Salaries.

Please see our website:

* Regular Program: <https://spa-fronend.azurewebsites.net/grantees/regular>
* Young Scientists’ Program: <https://spa-fronend.azurewebsites.net/grantees/young>

Budget year (e.g. 1st / 2nd / 3rd year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From Budget code\*: \_\_\_\_\_\_\_\_\_\_\_\_ to Budget code\*: \_\_\_\_\_\_\_\_\_\_\_\_

Amount to be shifted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*If the budget shift involves more than one code, please list each code and amount separately.**

**Please inform your Financial Administration (if needed).**

**B - Transferring Funds between PIs (GIF Regular Program only)**

Budget year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Amounts can only be moved within the same budget year e.g. from 2nd year to 2nd year

**From** PI (name): \_\_\_\_\_\_\_\_\_\_\_\_ **to** PI (name) \_\_\_\_\_\_\_\_\_\_\_

From Budget code\*: \_\_\_\_\_\_\_\_\_\_\_\_ to Budget code\*: \_\_\_\_\_\_\_\_\_\_\_\_

Please transfer the amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please inform your Financial Administration of this transfer.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the PI**