



Purchasing, Contracts and Risk Management
Request Form – **FUNDING TRANSFER AGREEMENT**

Web Requisition Instructions:

- **enter one commodity line for the maximum value of the agreement coded to acct 1618**
- **attach a research project description (e.g. proposal) to the web requisition**
- **attach this form and forward the web requisition to Purchasing (if someone other than the budget holder completes the requisition, submit it to the budget holder and then to Purchasing)**

Fund/Org:	Fund:	Org:
	Budget Holder:	
	Funding Agency:	
	Project Title:	
	Funding Agency Project Reference Number:	
	“S” Number assigned by the Office of Research:	
	REB/ACUC Approval Number:	or Not Required

Partner Institution:	Institution:
	Address (where to send the FTA):
	Co-investigator/collaborator:
	Department/Faculty:
	Email:

Term:	Start:	End:
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Purpose:	Description of collaboration, deliverables, activities: (insert or attach separately) Attached
	(Must be completed in detail or the web requisition will be sent back.)
	Material produced by the Partner will be the property of: UNBC Partner

Amount:	<u>Maximum:</u> \$
	Finance will transfer the amount quoted above after the agreement is executed and upon receipt of a cheque requisition from the budget holder. If this is a multi-year agreement only the amount quoted in Year 1 below will be transferred after execution. If you require other arrangements for a funding transfer schedule, please specify:
	<u>Eligible expenses</u> (and any limitations):
	salaries/benefits. up to \$
	travel up to \$
	equipment up to \$
	materials and supplies up to \$
	other: (must specify:)..... up to \$
	other: (must specify:)..... up to \$
	other: (must specify:)..... up to \$
	<u>If this is a multi-year agreement:</u>
	Year 1: Start date End date \$
	Year 2: Start date End date \$
	Year 3: Start date End date \$
	Unspent funds: must be returned at the end of each year may be carried forward to the next year