



**Financial Services Division
Pay Transfer Form - Research Grants**

Request Information

Staff Name:			
School / Discipline / TRI:		Staff Number:	
Date of Transfer from:		Date of Transfer to:	

Notes:

- Should there be a change in salary/stipend i.e. decrease/increase, this must also be separately communicated to Human Resources
- Should there be a change in a staff member's contract duration i.e. reduction/extension of a contract, this must be separately communicated to Human Resources
- If required by the Funding Agency, please ensure that timesheets are maintained by the Researcher and approved monthly by the PI

Staff member currently charged to:	Please indicate Project details or GL details or both where applicable:					
	Project No (6 digits)	Organisation (4 digits)	Expend. Type (5 digits)	Task No (2/4 digits)	Award No (5 digits)	% If < 100%
			N/A	N/A		
	GL Cost Centre (4 digits)	GL Activity (7 digits)	GL Source of Funds (4 digits)		GL Expense Code (5 digits)	% If < 100%

Staff member should be charged to:	Please indicate Project details or GL details or both where applicable:					
	Project No (6 digits)	Organisation (4 digits)	Expend. Type (5 digits)	Task No (2/4 digits)	Award No (5 digits)	% If < 100%
			N/A	N/A		
	GL Cost Centre (4 digits)	GL Activity (7 digits)	GL Source of Funds (4 digits)		GL Expense Code (5 digits)	% If < 100%

Approval (Signatures)

Approved by Principal Investigator: (Where costs are <u>currently</u> charged)	Approved by Principal Investigator/Authorised GL Signature:* (Where cost <u>should be</u> charged)	Date

*** By signing above the Principal Investigator certifies that the salary cost is an appropriate expenditure relating to the grant charged**

Agreed by Head of School / Director of TRI:	Date

The following will be completed by the Research Administration Section

Are sufficient funds available to absorb this cost? Yes <input type="checkbox"/> No <input type="checkbox"/>	Research Administration will be unable to process the transfer request if there are insufficient funds available
Pension Status From <input type="checkbox"/> To <input type="checkbox"/>	Retrospective Batch No: <input type="checkbox"/>
Transfer reviewed by Research Administration Section:	Comments
Transfer recorded by Human Resources:	Comments

Please return to: TCD, Financial Services Division, Research Administration Section, 3 College Green, Dublin 2