

## REQUEST TO TRANSFER FUNDS

**COMPLETE THIS FORM TO TRANSFER FUNDS FROM STONY BROOK FOUNDATION TO THE RESEARCH FOUNDATION FOR THE SUNY**

### SECTION A. STONY BROOK FOUNDATION

Establish New RF Award for transfer from SBF Award Number \_\_\_\_\_

Supplement Transfer from SBF Award Number \_\_\_\_\_ to existing RF Award \_\_\_\_\_

Transfer Type and Indirect Cost: \_\_\_\_\_ Non-Sponsored Research (ex. start-up funds) \_\_\_\_\_%

\_\_\_\_\_ General Administrative Services \_\_\_\_\_%

\_\_\_\_\_ Miscellaneous Support Charges \_\_\_\_\_%

Is this a partial transfer? Yes \_\_\_\_\_ No \_\_\_\_\_

Method of transfer: Check \_\_\_\_\_ (Check # \_\_\_\_\_); Electronic \_\_\_\_\_ (Routing # ABA 021300077)

Amount to Transfer \$ \_\_\_\_\_ Brief reason for transfer: \_\_\_\_\_

**Note:** myResearch is required for **partial or full** sponsored research agreements relinquished by SBF upon receipt from sponsor.

### SECTION B. DEPARTMENT INFORMATION

#### INVESTIGATOR AND PROJECT INFORMATION

\_\_\_\_\_

Principal Investigator \_\_\_\_\_ Phone \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_

Award Start Date \_\_\_\_\_ Award End Date \_\_\_\_\_ Award Title \_\_\_\_\_

Please briefly describe the general project or attach abstract: \_\_\_\_\_

#### BUDGET

#### % Effort

		List of investigators/key study personnel	A	S	C	Credit Split
Salary	_____	_____	_____	_____	_____	_____
Fringe Benefits	_____	_____	_____	_____	_____	_____
Supplies	_____	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____	_____
Subcontracts	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
Tuition	_____	_____	_____	_____	_____	_____
Other	_____	(includes iLab, Walmart or other miscellaneous support charges)				

IDC \_\_\_\_\_ (see rate above)

**COMPLIANCE DATA:** If any of the following categories are checked, compliance approval may be required prior to award initiation.

Human Subjects IRB # \_\_\_\_\_  Animal Use IACUC # \_\_\_\_\_  Recombinant DNA IBC # \_\_\_\_\_

Radio Active Materials, Ionizing Radiation, Lasers, etc. URPC Permit # \_\_\_\_\_

Biologically or Chemically Hazardous Materials \_\_No \_\_Yes *Consultation with the Dept. of Environmental Health & Safety is required*

### REQUIRED SIGNATURES

By my signature affixed below, I agree to abide by both the terms and conditions of the award, and any relevant University policies and procedures (<http://research.stonybrook.edu/policies>) and I confirm that I fully understand my responsibility as Principal Investigator. I understand that any false, fictitious, or fraudulent statements, claims or activities may subject me to criminal, civil, or administrative penalties.

\_\_\_\_\_  
Principal Investigator                      Date

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Dean                      Date

**Date received by OSP or OGM** \_\_\_\_\_

## REQUEST TO TRANSFER FUNDS

The **Request to Transfer Funds** is an internal Stony Brook Foundation (SBF)/Research Foundation (RF) routing form used for transferring existing Stony Brook Foundation funds to the Office of Sponsored Programs (OSP) to support research activities. This form should not be used to make deposits.

**Section A** will be initiated and completed by SBF.

**Sponsored Research:** Request to transfer SBF money to OSP in support of research activities.

**General Administrative Services:** Request to transfer SBF money to OSP in support of institutional activities that are not research related.

**Miscellaneous Support Charges:** Request to transfer SBF money to OSP in support of iLab, Wolfmart or other miscellaneous support charges.

**Indirect Cost:** Philanthropy or grants solicited by University Advancement for projects that involve human subjects and/or vertebrate animal subjects, DNA, radiation or radioactive materials, biologically or chemically hazardous materials and controlled substances will be assessed a onetime 15% administration fee: 10% will go to the Research Foundation to cover indirect cost and 5% will remain with the Stony Brook Foundation for indirect costs. Gifts or grants solicited with an unrestricted purpose will be assessed the 10% administration fee; however if the designee of the gifts or grants use the funds for projects that involve human subjects and/or vertebrate animal subjects, DNA, radiation or radioactive materials, biologically or chemically hazardous materials and controlled substances, and additional 5% administration fee will be assessed by RF. The Stony Brook Foundations current gift fee is 10% on all current use gifts.

**Note:** A proposal initially prepared and classified as a gift that subsequently is found to contain disqualifying terms and conditions relating to the use of the support may require reclassification of the support as a new sponsored project, and the external funding as well as agreement will be transferred to the Office of Sponsored Programs for review and processing. Investigators will process such type of new sponsored research awards through Coeus.

## DEPARTMENT AND PROJECT INFORMATION

**Section B** will be completed by the principal investigator or designated administrator.

**Project Title:** Provide the title of the OSP award and briefly describe the general project area.

**Description of project or abstract:** highlight the scope of the proposed research, including its objectives and the intended methodology, the anticipated results, and a statement of potential significance.

**Budget:** The principal investigator or designated administrator should identify the amount to transfer. For any transfer, OSP must receive an itemized budget detailing the proposed expenditures. It is important to substantiate the budget with an explanation or a budget justification.

## COMPLIANCE DATA

**Use of Human Subjects:** If checked, a project plan and protocol must be submitted to the Institutional Review Board (IRB). The IRB must review and approve the proposal before research can commence. Forms and information can be found at <http://research.stonybrook.edu/orc>.

**Use of Animal Subjects:** Any research or teaching activity involving the use of live vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) prior to ordering animals and prior to commencement of the activity, and must comply with all requirements of University Policy [P204](#).

**Recombinant DNA:** The use of recombinant DNA is strictly regulated by the federal government. Forms and information can be found at <http://research.stonybrook.edu/orc>.

**Hazardous Materials:** Hazardous Materials include infectious, radioactive, carcinogenic, teratogenic, mutagenic, corrosive, and combustible substances. Handling, shipping, and disposition of hazardous materials and waste are federally regulated. For these activities, consult with the Department of Environmental Health & Safety.

#### **REQUIRED SIGNATURES**

**Required Signatures:** All investigators plus their respective department Chair and Dean are required to sign the form. By signing, all parties acknowledge that all intellectual property resulting from this transfer are subject to University policies, and all parties certify that this request is in compliance with the OSP and RF policies.

***Situations where proper classification cannot be determined should be referred to and shall be resolved mutually by and between the Stony Brook Foundation and The Research Foundation for The SUNY.***