



ATTACHMENT A REQUEST TO TRANSFER FOUNDATION FUNDS

Complete this form to transfer funds from the Virginia Tech Foundation (VTF) to the Office of Sponsored Programs (OSP)

VIRGINIA TECH FOUNDATION (VTF) - INFORMATION

VTF Fund Number:

Establish New OSP Fund

Establish New Subfund Under OSP Fund Number:

Supplemental Deposit to OSP Fund Number:

VTF Fund Title:

OFFICE OF SPONSORED PROGRAMS (OSP) - INFORMATION & BUDGET

Project Start Date Project End Date
This is a request for extension? Yes No

Funding Type: Research
 Industrial Affiliate Program (IAP)
 Industry & University Cooperative Research Center (IUCRC)
 General Administrative Services

Prior Funding

Amt to Transfer

Total Funding

112 Salary

114 Wages

111 Fringe Benefits

120 Contractual Svcs

128 Travel

130 Supplies

140 Awards

220 Equipment

TOTAL

DEPARTMENT INFORMATION

Department Fiscal Contact

Phone #

E-mail Address

Principal Investigator (PI)

This is a change in PI? Yes No

Banner ID #

E-mail Address

Dept/Ctr Org Code

PROJECT INFORMATION

OSP Fund Title:

Please briefly describe the general project area:

COMPLIANCE INFORMATION

If any of the following categories are checked, additional clearances or approvals may be required prior to project initiation.

Animal Use IACUC#

Recombinant DNA/RNA

Radioactive Materials

Hazardous Waste

Human Subjects IRB#

FDA/EPA Good Lab Practices

Hazardous Chemicals

Biohazards

REQUIRED APPROVALS AND SIGNATURES

It is understood that any intellectual property (IP) resulting from this project, funded by the Foundation, is subject to University IP policies.

Principal Investigator/Fiscal Manager

Department Head/Director

Virginia Tech Foundation

Date: _____

Date: _____

Date: _____

Mail Completed Form to the Virginia Tech Foundation (Mail Code 0354)

ATTACHMENT A - INSTRUCTIONS FOR REQUEST TO TRANSFER FOUNDATION FUNDS

The **ATTACHMENT A** is an internal Virginia Tech Foundation (VTF) and Office of Sponsored Programs (OSP) routing form used to transfer existing VTF funds to OSP in support of research or institutional activities. This form should not be used to make VTF deposits.

VTF - INFORMATION

Provide the VTF Fund Number (8XXXXX) and Fund Title being used to fund the sponsored program. Indicate if a new OSP fund or OSP subfund needs to be established or if additional funds are being transferred/deposited into an existing OSP fund.

OSP - INFORMATION & BUDGET

Enter the Project Start and End Date. Specify if the End Date needs to be modified by clicking the correct radio box (This is a request for extension? Yes/No). Specify the funding type:

- **Research:** Request to transfer VTF funds to OSP in support of research activities.

- **Industrial Affiliates:** An approved Industrial Affiliates Program supports specific research activities through "membership fees" paid by participating corporations and should be routed through the VTF. Industrial Affiliate fees are not considered gifts.

- **IUCRC - Industry & University Cooperative Research Center:** A membership fee supported program associated with a National Science Foundation grant in order to develop long-term partnerships among industry, academe, and government to conduct research that is of interest to both the industry members, universities and government agencies.

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

For all transfers, the department must enter the itemized budget detailing the proposed expenditures. NOTE: the budget's **TOTAL** will automatically calculate and display in the **Amt to Transfer** field. In the **Prior Funding** field, the department should enter the total prior **cumulative** funding for the project. The **Total Funding** will automatically calculate.

PROJECT INFORMATION

OSP Fund Title: Provide the title of the OSP fund (limited to 120 spaces) and briefly describe the general project area.

COMPLIANCE INFORMATION

Use of Animal Subjects: Approval must be obtained from the Animal Care Committee prior to the initiation of any research if the project involves either living or dead vertebrate animals. Forms and information can be found at www.researchcompliance.vt.edu/iacuc/.

Use of Human Subjects: 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 www.irb.vt.edu.

Biohazards, Hazardous Waste, Hazardous Chemicals, and Radioactive Materials: Compliance is coordinated by the Office of Environmental Health and Safety Services. Forms and information can be found at www.ehss.vt.edu.

Recombinant DNA/RNA: Please specify any recombinant DNA/RNA that will be used in this project. Answers to questions concerning DNA/RNA can be found at www.ehss.vt.edu/programs/BIO_summary.php.

FDA/EPA Good Laboratory Practice (GLP): For work requiring compliance with FDA (21 CFR Part 58) or EPA (40 CFR Part 160; 40 CFR Part 792) Good Laboratory Practice regulations contact the GLP Program Office in the College of Veterinary Medicine.

REQUIRED APPROVALS AND SIGNATURES

Required Signatures: All fund holders, plus their respective department head/director, are required to sign the form. By signing, all parties acknowledge that any intellectual property (IP) resulting from this project, funded by the Foundation, is subject to University IP policies, and all parties certify that this request is in compliance with *OSP Procedure 30003 Virginia Tech Foundation Funds Handling* found at https://osp.vt.edu/content/dam/osp_vt.edu/policies/osp30003.pdf

For an Industrial Affiliates or IUCRC transfer, all parties certify that this request is in compliance with *OSP Procedure 10007 - Membership Fee Supported and Other Affiliate Programs* found at https://osp.vt.edu/content/dam/osp_vt.edu/policies/osp10007.pdf and with University policy *Definition and Deposit of Private Funds No. 3630* found at <http://www.policies.vt.edu/3630.pdf>.