

Boston College: OFFICE FOR SPONSORED PROGRAMS
Budget Transfer Checklist

To ensure timely processing please review the list below prior to sending OSP your Budget Transfer Request:

Is a fringe benefit transfer included?

Did you use the correct fringe rate?

Is prior approval needed from Sponsor? Example: change in scope, effort reduction >25%

Justification for transfer included? (Example: who are you hiring and why do you need to hire them)