Quick Reference to Faculty / Staff Funding Change Form

All "ovals" contain drop down lists.

Select from drop down list or add custom date (future pay only) at bottom of the form.

Type in the first letter of your department, click on the drop down to select.

Check one box, if 2 or 3 is selected, give reason in box to the right.

Enter the Fund(s) or Org(s) in col. 2. The Type (col. 1) and Name (col. 4) will be automatically populated.

Activity Code is only used for cost sharing. (col. 3)

Enter the % (s) in col. 5. The dollar amount will be automatically calculated and entered in col. 6.

Check one box and follow directions.

If questions need to be completed, please provide answers that clearly explain what happened and why the reallocation is needed.

Enter effective date (start date) of future funding. (MM/DD/YY)
Select the date at the top of the effective date drop down list.

Fill in both dates or leave both cells blank – will not work with only one date.

Notes: All shaded cells are mandatory.
Data cannot be entered in automatically calculated cells or drop down menus.
Overwrite text is turned on. To replace text begin typing over the current text.
To clear text hit the space bar or backspace key.