

Instructions for Change in Funding Source Form

- This form can **ONLY** be used to change the funding source within the **SAME** department. If the department ID is different a PAF must be submitted to HR.
- This form **cannot** be used for any changes to benefit eligible E&G funded positions that have a position number assigned by OFPA. All E&G funded benefit eligible positions are listed in the Annual Budget Book.
- This form **cannot** be used for Additional Pay or for a period beyond a termination date.
- All sections of the form must be completed.
- An “End Date” must be provided for all grant funding.
- The “Moving From” section must be completed in its entirety.
- The “Moving To” section is to include the funding source(s) as of the effective date of action, and must include percentages equaling 100%.
- The signature authority (and Dean/Chair if required by your department) must sign the Funding Change Form before sending to ORA/OFPA for approval.