



RESEARCH (RESTRICTED) SALARY & BENEFIT ADJUSTMENT (SBA) FORM

Use this form when the transfer of expenses (debit lines) are to research (restricted) funds (F530, F531 and F535).

Reason Code: 002 - Research (restricted) project not set up
(check one) 003 - Research (restricted) project salary transfer
007 - Clear suspense

Comment:
(Required)

Provide a clear explanation as to why the new project (i.e. the project being debited) is now absorbing prior period salary expense. It is recommended that the explanation for the transfer be input onto the form and keyed into the system (up to 250 characters may be entered into PeopleSoft HCM - SBA).

Total \$ Value of New Debit Lines
(complete one)

Exact \$ Value: _____ or _____ Estimated \$ Value (e.g. when % used): _____

Prepared by
Name (printed): _____

Independent Reviewer
Name (printed): _____

Signature: _____

Date (mm/dd/yyyy): _____

Budget Owner (Project Holder)

I confirm the information is an accurate record of expenses and the appropriate supporting documentation is attached. These expenses were in support of the research project and in compliance with sponsor guidelines and/or donor terms.

Name (printed): _____

Signature: _____

Date (mm/dd/yyyy): _____

Supporting documentation must be attached and filed with this form.