

Office of Research

Request to Transfer Funds to Co-Investigator

Available for download online at http://www.concordia.ca/research/for-researchers/grants.html

A. Budget Breakdown Provide a breakdown of the funds to be transferred in the adjacent budget table. Note: items must adhere to sponsor guidelines and approved use of funds. Consult the applicable sponsor guidelines. For example, the Tri-Agency Financial Administration Guide (SSHRC, NSERC, CIHR) or the Common General Rules (FRQ). 5. Submit to Office of Research Complete, sign, scan and send this form and Send a signed Payment Requisition form (see instructions on Page 2). Transfer of Funds Agreements normally take approximately two weeks to initiate, and up to two weeks to a month longer to complete. Longer processing times will result from factors such as complexity, completeness of information, and response time of all parties involved (recipient institution and Concordia University researchers, administrators). Please let your Co-Investigator know they may need to complete necessary forms as required by the recipient institution in order to receive the transfer, including relevant applicable certificates i.e. Research Involving Human Subjects, Animal Care, Biohazard.	1. Concordia Grant Holder	
Telephone: E-mail:	Name:	
2. Project Details Funds are from:	Title:	Department:
Funds are from:	Telephone:	E-mail:
Funds are from:	2. Project Potails	
Agency/Sponsor Name: Concordia (ConRAD) Project Account Number: 3 0 0		EDC or CIHP)
Concordia (ConRAD) Project Account Number: 3 0 0 Project Title: 3. Co-Investigator and Recipient Institution Co-Investigator Institution: Name:	9 , 1	ENC OF CITIK) - FRQ - Other
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Request to Transfer Funds to Co-Investigator

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Online Payment Requisition Instructions

- 1. Log in to Concordia.ca
- 2. Visit: https://hub.concordia.ca/carrefour/services/financial/forms-resources.html
- 3. Choose Accounts Payable and Select Online Payment Requisition
- 4. Fill in the following mandatory fields
 - a. **Payee:** The Institution where the funds are going (Please do <u>not</u> input your Co-Investigator's name here. Doing so can lead to processing delays.)
 - b. Address: The Institution where the funds are going
 - c. **Reason for Payment:** *Transfer of Funds* (After *Transfer of Funds* you may specify the Co-Investigator's name in brackets if you wish)
 - d. Fund: Your UNITY Grant # / Cost Object IO#
 - e. **Account:** 77130 (This will signal to Research Funds an inter-institutional transfer of funds)
 - f. **Method of Payment:** Wire Transfer (as of March 2020 we have NOT been using cheques for Canadian institutions until further notice)
- 5. Click Submit

Please note: At this point the Payment Requisition form doesn't actually *go* anywhere; however, once it has been "submitted" you will see that the button changes to *Download pdf*.

- **6.** Download the Payment Requisition pdf to your computer before sending via e-mail to grant-transfers@concordia.ca with the request to transfer funds form.
- 7. It is important to check your institutional email, as UNITY will now send a separate confirmation email which you must click to Approve. Without this, your transfer will remain pending indefinitely.

For questions or concerns related to Payment Requisition forms for Transfer of Funds Agreements, please contact:

NSERC, CIHR

Mike Guadagno Lead, Research Grants: michael.guadagno@concordia.ca

SSHRC, FRQS, FRQNT, FRSQC

Jamara Chazin, Coordinator, Research Grants: tamara.chazin@concordia.ca