



Request for Cost Centre Change – ORS

Use this form for ORS administered grant worktags.
If the request is for more than one ORS grant worktag, append additional pages if necessary.
Signatures from the New Cost Centre/Approved Centre/Faculty are required one time only.

1. Principal Investigator (PI) Information

Form with fields: PI Name, PI Faculty, PI Email

2. Worktag Information

Form with fields: Existing Grant Worktag # / Cost Centre, New Cost Centre / Faculty, Effective Date of Transfer

3. Signatures (PI and New Cost Centre/Faculty)

Signature lines for Principal Investigator and Date, and a table for Department Head, Centre Director, and Dean\* with fields for Signature, Name, and Date.

\*Dean's approval is not required if PI remains in the same Faculty or if PI is from Faculties of Science, Applied Science or School of Kinesiology

PI, once the above is complete and signed, please route to Research Finance at rf@finance.ubc.ca for completion below

4. Research Finance

Current year Budget / Cash to be transferred to the new Cost Centre:
and all future-dated budgets if applicable.

Signature line for Research Finance Signature and Date, and Name field.

Research Finance, please submit fully signed form to the Office of Research Services at
ors@ors.ubc.ca and cc: ORS Contact on the existing grant worktag



## Request for Cost Centre Change – ORS Additional Page

### 1. Principal Investigator (PI) Information

PI Name:			
PI Faculty:		PI Email:	

### 2. Worktag Information

Existing Grant Worktag # / Cost Centre:	
New Cost Centre / Faculty:	
Effective Date of Transfer:	

### 3. Signatures

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date

PI, once the above is complete and signed, please route to Research Finance at [rf@finance.ubc.ca](mailto:rf@finance.ubc.ca) for completion below

### 4. Research Finance

Current year Budget / Cash to be transferred to the new Cost Centre: \_\_\_\_\_  
and all future-dated budgets if applicable.

\_\_\_\_\_  
Research Finance Signature

\_\_\_\_\_  
Date

Name:

**Research Finance**, please submit fully signed form to the Office of Research Services at [ors@ors.ubc.ca](mailto:ors@ors.ubc.ca) and cc: ORS Contact on the existing grant worktag