

Quick Reference

Graduate Assistant Funding Change Form

Directions

Complete all shaded fields. If a shaded field is not applicable or you are instructed to skip it, then leave blank.

Note: Data cannot be entered in text fields that are white.
(☉ = cells that calculate automatically)

Number of years in the dates drop down boxes (1 or 2):

1 Fiscal Year 2 2020

George Mason University Department GA Reallocation Form (Temporary)

Directions - This worksheet is for changes to current jobs only. ALL SHADED FIELDS ARE MANDATORY

G#	Name (Last, First, Middle)
-----------	-----------------------------------

Job Information		
Effective Date of Funding Change 3	Department SELECT	Campus/Location SELECT
Position Number <small>Enter position number that was charged</small> 4	Home Department Org	Salary for Pay Period (per month) 5

Funding Change Reason 6

New Compensation/Labor Distribution <small>Provide an Activity Code for labor that represents committed cost sharing on a sponsored project</small>							
Type	Fund/Org	Activity	%		Funding End Date	# of pay periods in this form	
E&G/Ind			0.00%	☉ \$0.00	8	☉ 1.00	
Type	Fund/Org	Activity	%	☉ \$0.00	SELECT		
E&G/Ind			0.00%	☉ \$0.00	SELECT		
Type	Fund/Org	Activity	%	☉ \$0.00	SELECT		
E&G/Ind			0.00%	☉ \$0.00	SELECT		
TOTAL						☉ #N/A	
				E&G/Ind	Fund	☉ 0.00% ☉ 0.00% ☉ 0.00%	

Was tuition paid from the original funding source? 10 A JV is required to reallocate the tuition to match the current funding source. Date of JV: _____

Check One

All Funding is on orgs (1xxxxx) or non-federal projects (22xxxx) - Go to Approvals (Skip Questions 1 & 2)

Funding change is to reallocate salary paid < 120 days from effective date of funding on a federal project (20xxxx) - Answer Q1 & Q2

Funding change is to reallocate salary paid 120 days or more from effective date of funding on a federal project (20xxxx) - Answer Q1 & Q2 and answer both questions on a Cost Transfer Form

1) Why was the salary charged originally to the sponsored project or non-sponsored org from which it is being transferred?

2) Why does the salary belong to the sponsored project to which it is being transferred?

Approvals	Date	To be used by OSP ONLY. Reviewer:					
Submitter/Initiator (Print Name, Signature)		Grants	Amounts	\$	B	P	+NC
Principal Investigator							
Dean/Director							
Dept Head							
Sponsored Programs (if applicable)							
Budget Office (if applicable)							
Provost (if applicable)							

13

1 If begin and end date fall in different fiscal years, choose number equal to fiscal years covered.
Ex) 8/25/19 (FY20) to 8/24/20 (FY21) = "2"

2 Enter FY for the begin date of funding change. Ex) Start date=8/25/19, enter 2020

3 Select effective date of change. If date is not found in the list, select first day of pay period that custom date falls in.

4 Enter position # that was charged. Only one position # per FCF.

5 Enter total salary for the pay period(s) you are reallocating.

6 Provide funding change reason. This box must be completed.

7 Activity code is only used for cost sharing. If no activity code, leave field blank.

8 Choose end date of change. If date is not found in the list, select last day of pay period that custom date falls in.

9 If the total percent does not equal 100, an error message will appear. Correct the entered percentages until the total is 100.

10 Select whether tuition was paid from the original funding source. If so, a JV will need to be completed and the date of completion entered on the FCF.

11 Check one box and follow directions. If questions need to be completed, provide answers that clearly explain what happened and why the reallocation is needed.

12 Enter your name and date.

13 Obtain all applicable approvals via email or hard copy signature. Send FCF with approvals to applicable office:
If distributing labor on any funds (2xxxx) or activity codes, email osppost@gmu.edu.
If distributing labor *only* on orgs (1xxxx), email gfrolo@gmu.edu.