

**Research Finance - Study Team Completing ECF Forms**

Article content: If you would like to shift a portion or all of an employee's salary to a new activity, an employee change form is required to be filled out by the study team. The process of how to complete these forms can be found here: [http://stmichaelshospitalresearch.ca/aiovg\\_videos/02-02-employee-change-form/](http://stmichaelshospitalresearch.ca/aiovg_videos/02-02-employee-change-form/)

Once the form is completed, it can then be sent to your RFA who will approve the transfer and make the changes on the PIs portfolio.

Please keep in mind that this is at the responsibility of the study team to complete these forms so that changes can be made.

If you have any questions for us, please contact us at [researchfinance@smh.ca](mailto:researchfinance@smh.ca)

Dates: July 28, 2020, July 30, 2020