Office of Sponsored Programs Accounting

Cost Transfer Form

Instructions

This form must be completed for any transaction which transfers an expenditure onto a sponsored project or between sponsored projects. Please review the [Cost Transfer Policy] and [Cost Transfer Procedures] for additional guidance to ensure the form is completed accurately.

Please complete this form only if all required details and justifications can be provided. If all required information, including a clear and strong justification, is not provided, the cost transfer request may be considered incomplete and may not be processed.

Transfers requested within 90 days of the original transaction: Questions 1 and 2 must be completed.

Transfers requested more than 90 days after the original transaction: All four questions must be completed.

Please note - Cost transfers initiated more than 90 days after the transaction are highly scrutinized by auditors and generally allowed only with robust justification for extenuating circumstances. Such requests require detailed explanations of the error, why the transfer is delayed, and corrective actions taken.

General Information:

Principal Investigator Name	
Principal Investigator Cost Center	
Administrator's Name (if applicable)	
Date Requested	

Payroll Expenditure Information:

Employee name	
Biweekly pay period(s) to be reallocated	
% of effort or amount to be reallocated	
Current worktags / funding source	
Proposed worktags / funding source	

Non-Payroll Expenditure Information:

Supplier Invoice or Expense Report Number	
Transaction accounting date	
% or amount to be reallocated	
Current worktags / funding source	
Proposed worktags / funding source	

Question 1: Why is this cost transfer needed?

☐ Expenditure was a benefit to a project other than the one charged	☐ Delayed Award (received late notice from awarding agency)
☐ Expenditure was a benefit to more than one project. To move a portion of the expenditure to reflect actual allocability to each project	☐ After review of account financial statements, expenditure determined to be not allowable/allocable to this project
☐ Transfer costs to a non-sponsored account	☐ Pre-Award costs charged to a department account or other unrestricted account
☐ Other ___________________________	

Question 2: Please provide a technical/scientific justification on how this expenditure benefits the new sponsored project to be charged?

Question 3 *(over 90 days only)*: **Please explain why this cost transfer is being requested more than 90 days after the original transaction date.** *The Principal Investigator must provide a detailed justification describing the circumstances that caused the delay and confirm that the expense is appropriate, allowable, and allocable to the receiving project.*

Question 4 *(over 90 days only)*: **What corrective actions will be implemented by the Principal Investigator and/or department to prevent similar late cost transfers in the future?** *Please describe the steps that will be taken to ensure expenses are reviewed and charged to the appropriate sponsored project in a timely manner.*

Principal Investigator Approval: