

Cost Transfer Explanation Form

For use when transfers are requested beyond the 90 day time period from the date of the original transaction but prior to the end date of the project. Attach this form to the journal voucher. For payroll changes made more than 30 days after effort certification, attach this form to the PR-45.

OMB Circular A-21 states that, "Any costs allocable to a particular sponsored agreement under the standards provided in this Circular may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience." Other federal regulations require cost transfers to be made in a timely manner. Timely is defined as taking place within three months of the occurrence of the cost (NIH).

Transfers requested beyond the 90 day time limit for JVs and PRIOR to the end date of the project must provide the following information. PR-45s requested more than 30 days after effort certification must provide the following information.

1) Why was this expense originally charged to the operating fund from which it is now being transferred?
2) How (specifically) did the expense benefit the sponsored project performance, and why should this charge be transferred to the proposed project account?
3) Why is this cost transfer being requested more than 90 days after the occurrence of the original transaction or 30 days after effort certification?
4) What action has been taken to eliminate future need for cost transfers of this type?

PI signature: _____ Date: _____

Chair signature: _____ Date: _____

Dean signature: _____ Date: _____

NOTE: By signing above you are certifying that the cost to be transferred is an appropriate expenditure for the sponsored project charged and that the expenditure complies with the terms and restrictions governing the project.

Sponsored Projects Review _____ Date: _____

_____ Sufficient justification – transfer approved

_____ Not approved