



Sponsored Projects Cost Transfer Justification Form (SP-6)

This form is required when a cost is transferred to a sponsored project. Upload completed form to Workday as support documentation when doing the accounting adjustment or journal entry. Cost share adjustments do not require this form.

Contact Information

Date:

Completed By:

Phone:

Worktag Information

Original Account Worktag:

New Account Worktag(s):

Cost Transfer Type

This is a justification for a Payroll Cost Transfer (PAA) Yes No

If yes, please provide the employee name:

This is a justification for a Non-Payroll Cost Transfer (accounting adjustment, journal entry) Yes No

If yes, please provide the transaction number(s):

Justification Checklist and Documentation (Please check budget before completing this section.)

Has the item been transferred previously? Yes No

If yes, please provide a justification for the additional transfer:

Please explain the reason the expense(s) was originally charged to the incorrect worktag or award.

Please explain how the transfer benefits the award(s) to which it is being moved.

Please explain what action has been taken to eliminate the need for this type of cost transfer in the future.

Transfer Request

The transfer is being requested (check all that apply):

- | | |
|--------------------------------------------------------|-----------------------------|
| More than 90 days after the posting of the transaction | After effort certification* |
| Less than 45 days prior to the award end date | After the award end date |
| None of the above applies (approvals not required) | |

Approvals

Approvals are required unless "None of the above applies" was checked in the above section.

Principal Investigator

Chair/Director

*Dean/Vice President
(required only if effort has been certified)

For Internal Use (PAAs) Only
