

Cost Transfer Approval Form For Federal Grants and Contracts

Prepare and attach this form to journal voucher or payroll change forms involving cost transfers to federal grants along with a copy of the original invoice or document.

A cost transfer is the reassignment of an expense to a federally-sponsored project or federal pass-through project after the expense was initially charged to another sponsored project or non-sponsored project. Cost transfers can include both salary and non-salary expenses.

Transfers should be made *within 90 days from the end of the month* in which the incorrect expenditure occurred. The transfer should be supported and an explanation of how the error occurred and assurance that the new charge is correct. The explanation should include why the expense was originally charged to the incorrect fund, why the cost is being transferred, and why the charge is allowable and allocable based on the terms and conditions of the project that will be charged with the cost.

Transfers made *beyond 90 days after the end of the month* in which the incorrect expenditure occurred need additional explanation of tardiness and what corrective action has been taken to eliminate the need for cost transfers of this type in the future. Transfers made after 90 days also require Vice President or Associate Vice President of Research approval.

Typically cost transfers involve grant funds that begin with 3F, 3M, 3T or 34S.

Cost transfer amount:		Transaction Date in Financial System	
Required Documentation Attached, Y or N	_____	Fund Transferring To:	Fund Transferring From:
Why the cost was originally charged to the wrong fund and why it is being transferred:			
Why is the cost allowable and allocable to this project:			
Corrective action taken if cost transfer is beyond 90 days after the end of the month:			

Cost Transfer Preparer's Signature

Date

PI's Signature

Date

Grants Administration Signature

Date

Vice President or Associate Vice President of Research Signature
for cost transfers beyond 90 days after the end of the month

Date