

UAS Cost Transfer Justification Form | 2012

Transfers requested after 60 days of occurrence require that questions 1 and 2 are answered.
Transfers requested more than 90 days after occurrence require that all 4 questions are answered.
Please note that expenditure transfers should never take place more than 60 days past the project end date.

1. Why was this expense charged to the fund from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving sponsored project?

3. Why is this cost transfer being requested more than 90 days after the occurrence of the original transaction?

4. What action is needed to eliminate future need for cost transfers of this type? Is this action being taken?

PI Printed Name

PI Signature

If the transfer request is more than 90 days after the occurrence of the original transaction, the following additional approvals are required:

Dean/Director Printed Name

Dean/Director Signature

Grant Administrator Review

Grant Director Signature

OMB Circular No. 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 90 days of the incurrence of the cost. Cost transfers made after 90 days of their incurrence are considered unallowable.

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