

Instructions for Completing the Cost Transfer Form

Section I

DATE: Date you are preparing the cost transfer form.

DIRECT COSTS: The total amount of direct costs you are transferring. Do not include indirect costs, as they will be automatically charged to your project, if applicable.

PREPARED BY: Enter preparer's first and last names

PHONE NO.: Enter phone number for contact person to call should there be any questions regarding the cost transfer.

DEPARTMENT: Department preparing the cost transfer.

ADDRESS: Address of department preparing the cost transfer.

COST TO BE TRANSFERRED TO THESE CHARTFIELDS: Enter the chartfield string to which the charges should be charged (debit).

COST TO BE TRANSFERRED FROM THESE CHARTFIELDS: Enter the chartfield string from which the charges are being moved (credit).

(Where multiple line items are to be moved for a payroll reallocation, a reference or note to see the TO and FROM chartfields listed on the Cost Transfer Payroll Reallocation Form can be entered instead of completing multiple CT Forms)

LINE 1, 2, 3, 4: If the cost transfer involves the transfer between more than two chartfields, use these lines to distinguish the amounts you wish transferred for each chartfield combination.

Section II

Leave blank – Grants & Contracts Accounting will complete this section.

Section III

This section is MANDATORY and is for explaining why the cost transfer is necessary. All cost transfers must be supported by documentation that fully explains the error. A description such as *"moving cost onto the project"* or *"to correct an error"* is NOT a sufficient explanation and WILL result in the return of the CT form to the preparer. Where needed, an additional page explaining the reasons for the CT can be attached immediately after the CT form.

This section should include a response addressing the following items:

1. If moving costs to a Sponsored Award: An explanation of how the expense directly benefits and is allowable on the project chartfield designated TO
If moving costs to an Activity: An explanation of why the expense does not belong on the Project and should be moved to the activity chartfield designated TO
2. An explanation of why the expense was incorrectly charged to the Project/Activity chartfield designated FROM
3. If applicable: why did the charge take more than 120 days to identify?
4. If applicable: what will be done to prevent or minimize the recurrence of a similar error in the future?

*****Failure to provide an adequate explanation and provide specific responses to the above items will result in the return of the CT to the Preparer.***

Wording examples to document a Salary Reallocation:

1. Charges are being transferred onto this award because the appointment paperwork for Grad Student X was not received in time to allocate her salary correctly. Consequently, this month's charges for Grad Student X are incorrect.
2. The efforts of Grad Student X directly benefit the scope of work for Project Y – OR – Grad Student X conducted experiments related to the Project Y statement of work (be specific, but brief)
3. These salary charges are allowable on this award per the Project Y agreement.
4. PI Smith has reviewed the charges and assessed the efforts of Grad Student X.

5. Appointment paperwork is now fully approved, and the Labor Distribution Schedule corrected for Grad Student X so that her salary will now be charged correctly.

Section IV – Signatures

The Principal Investigator for each Project or Activity receiving the charge MUST sign the Cost Transfer Request form. This signature signifies acceptance and allowability of the charges being transferred. The only time a signature other than the Principal Investigators will be allowed is if the Principal Investigator is no longer at the University, or is on extended leave, such as a sabbatical. In these cases, the Principal Investigator's immediate supervisor should sign in his/her absence and this should be noted on the cost transfer as well. The Department Chairperson and the Cognizant Dean or their Authorized Alternate must also sign. Stamped signatures are not allowed.

If the cost transfer is to move **payroll charges older than 120 days**, then the department must obtain the **Cognizant Vice President's signature**.