



# Cost Transfer Explanation Form

Office of Sponsored Programs  
1960 Kenny Road, Columbus, OH 43210-1016

## Instructions

Attach this document to **Journal Entry Printout**. Required for any transaction moving costs on to a sponsored project or between sponsored projects. Read the cost transfer policy at [https://go.osu.edu/cost\\_transfers\\_policy](https://go.osu.edu/cost_transfers_policy).

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 in 90 days of the occurrence of the cost (NIH).

Transfers requested within 90 days of occurrence require that questions one and two are answered. Transfers requested more than 90 days after occurrence require that all four questions are answered.

**NOTE:** Expenditure transfers should never take place more than 60 days past the project end date.

## Expense Information

Journal Entry Number

1. Why was this expense originally charged to the worktags 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?

## Signatures

*By signing, 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. If the transfer request is more than 90 days after the occurrence of the original transaction, the dean or department chair approvals are required.*

Principal Investigator Name and Phone Number

Principal Investigator Signature

Date

Dean/Department Chair Name and Phone Number

Dean/Department Chair Signature

Date