

Cost Transfer Explanation Form

Instructions

Attach this document to Journal. 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.

Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards 2 CFR 200.405 (c) states that “Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations or terms and conditions, or for other reasons.”

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 source 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