

A *cost transfer* is a retroactive transfer of expenses to a federally sponsored project. For more information, see Gallaudet's Cost Transfers policy.

Instructions

Please complete the form using Word to fill in the gray fields. Use the Tab key to move to the next field; use Shift+Tab to move back a field.

This is a multi-page form. Please be sure to print and submit a copy of all the pages, including the appropriate signatures, to the **Finance Office (College Hall, Room 108)**.

Retain a copy for your records.

Summary Information

Principal Investigator:

Original Account Charged:

Grant No.:

Transfer to Account:

Transfer Amount: \$

Transfer Request Date:

Original Charge Date:

Days Lapsed:

Justification Statements

For cost transfers **within 90 calendar days** of the original charge date, complete questions 1 and 2. For cost transfers **beyond 90 calendar days** of the original charge date, complete all questions.

Note: The form will expand to fit your statements. Please provide as much detail as necessary to justify the transfer request.

1. This transfer is **to a grant account** (answer question 1a) / **from a grant account** (answer question 1b).
 - a. **Why does this charge belong to the sponsored project to which it is being transferred?**
 - b. **Why was this expense charged originally to the sponsored project from which it is being transferred?**
2. **Why was the expense charged to the incorrect account?**

3. Why is the cost transfer being requested more than 90 calendar days after the date of the original charge?

4. What action will be taken to eliminate this type of delay from happening in the future?

Approvals

Cost transfers **within 90 days** require the following approvals:

Requestor's Name (print)	Signature	Date
--------------------------	-----------	------

PI's Name (print)	Signature	Date
-------------------	-----------	------

Cost transfers **beyond 90 days** also require the following approvals:

Dean's Name (print)	Signature	Date
---------------------	-----------	------

University Controller's Name (print)	Signature	Date
--------------------------------------	-----------	------