

Transfers requested within 90 days of occurrence require that Questions 1 and 2 are answered. Transfers requested more than 90 days after occurrence require Questions 3 and 4 below also - with extra Approval below. Please note that expenditure/cost transfers should never take place more than 60 days past the project end date.

1. Provide an explanation for the reason this expense was originally charged to the account from which it is now being transferred.

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

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

4. IF Over 90 Days: What action is needed to eliminate the future need for cost transfers of this type? Is this action being taken?

Principal Investigator's Name and Phone #: _____

Principal Investigator's Signature: _____ Date: _____

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

Chair, Dean or designee Signature: _____ Date: _____

NOTE: By signing above you are certifying that the cost to be transferred is an appropriate expenditure for the sponsored project.