

The University of Alabama
Office for Research and Economic Development
Cost Transfer Request Form

Please complete the following form for cost transfers on sponsored project funds and attach it to the correcting journal voucher or PA. All cost transfers require supporting documentation of the expense being transferred. The signed form and documentation should be forwarded to Contract and Grant Accounting (CGA) for further approvals and processing.

Section 1 – Identification of Costs

- Personnel Costs
- Non-Personnel Costs

Section 2 – Justification for Transfer

Why was this expense originally charged to the fund from which it is now being transferred? (**Indicate fund number and amount to be transferred**) Why should this charge be transferred to the proposed receiving grant fund? (i.e., how does the project benefit?) Why is this charge allowable and allocable based upon the terms and conditions of the receiving award?

Section 3 – EXCEPTION – Late Cost Transfer (explanation is ONLY required in this section when the cost is 90 days after the original transaction date.)

Why is this expense being transferred more than 90 days after the original transaction date? What procedures have been put in place to avoid future need for cost transfers of this type?

Section 4 – Certification

I certify that the above-mentioned costs are appropriate charges to the project.

Departmental Administrator _____ Date _____

Principal Investigator _____ Date _____

Section 4 – Approvals – CGA Use Only

CGA Accountant _____ Date _____

Director, CGA _____ Date _____

Asst VP for Research * _____ Date _____

(* only required when over 90 days past due excluding same grant, different year)