**The University of Iowa**

**Grant Accounting Office**

**Cost Transfer Explanation and Justification Form**

A cost transfer form should be completed within 90 days of the expense posting for any expenditures on sponsored project accounts (fund 500 or 510). Cost transfers after 90 days will only be allowed in extenuating circumstances, such as late issuance of the award or contract after the start date. Reasons such error just discovered or late notice from PI are not acceptable. It is the responsibility of the PI and Department to ensure proper stewardship over sponsored projects in accordance with the sponsor’s policies and regulations, including those relating to regular monitoring of expenditures and timely correction of errors and reallocation of expenses.

It is not necessary to complete a form for cost transfers where the first six characters of the University-assigned Grant/Program number remain the same but the sub-component or Budget Reference Field changes. The academic department is required to maintain the support documentation as back-up documentation for the cost transfer being performed.  The completed and signed form should be maintained in the grant files of the academic department, in addition scan and attach the completed form in an email to the appropriate Grant Accountant or [**grant-accounting@uiowa.edu**](mailto:grant-accounting@uiowa.edu).

**Cost Transfer Explanation and Justification Form**

If transfer is made within 90 days of the effective date of the original entry, answer questions 1 and 2 only; if over 90 days, answer all four questions.

1. Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?
2. Why should this charge be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project)?
3. Why is this cost transfer being requested more than 90 days after the original transaction?
4. How will you prevent this type of error from happening in the future?

Cost Transfer Approved by:

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The Cost Transfer Explanation and Justification form should be approved by the Principal Investigator (PI) or their delegate. By signing above, the PI or their delegate certifies that the cost transferred is an appropriate expenditure for the sponsored project account charged and that the expenditure complies with the terms and restrictions governing that sponsored project account.

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| **Transaction Reference Information** | |
| **Original transaction:** | **Transferred to:** |
| MFK #: | MFK #: |
| Effective Date: | Effective Date: |
| Journal ID: | Dollar Amount: |
| Notes: | |