

Grants and Contracts Administration (GCA) Cost Transfer Request Form

**** This form only applies to Fund 20 projects. It is not required for corrections within the same Fund 20 project, or transfers from a Fund 20 project to a non-Fund 20 project. Click on the following link to see additional VPR approval criteria for any cost transfers 90 days or older from original journal date ~ <https://www.clemson.edu/research/grants-contracts/documents/Procedure%20for%20VPR%20Approval%20on%20Cost%20Transfer%20Requests.pdf> ****

This form must be completed to process a cost transfer that is \$500 or more per line, or a sum journal entry total greater than \$2,500 TO a Fund 20 sponsored project. The College/Division Post-Award Contact must send the **completed form and copies of source documentation (original journal entries and/or Web PRCs)** to GCA (gcaapprovals@clemson.edu) for approval. GCA will post the journal after all approvals have been obtained.

Section 1 – Identification of Costs ~ ☐ Personnel Costs ☐ Non-Personnel Costs

Total Personnel Costs = \$

Total Non-Personnel Costs = \$

Total < 90 days after original transaction date = \$

Total > 90 days after original transaction date = \$

Section 2 – Justification for Transfer – (Provide FROM and TO subclass/project IDs) Why was this cost originally charged to the project from which it is now being transferred? Why is this cost being transferred to the sponsored project? (i.e., how does the project benefit?) Why is it appropriate to transfer this cost based upon the approved budget 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 cost being transferred 90 days or more after the original transaction date? What procedures have been or are being implemented to avoid future need for cost transfers of this type?

Section 4 – Certification - I CERTIFY THAT THE ABOVE-MENTIONED COST TRANSFERS ARE APPROPRIATE.

College/Division Post-Award Contact: _____ Date: _____
 (type name here)

Principal Investigator for project correcting TO: _____ Date: _____
 (type name here)

Principal Investigator for project correcting FROM, if different from above PI: _____ Date: _____
 (type name here)

Section 5 – Approvals

*Department Chair: _____ Date: _____
 (type name here)

*Associate Dean: _____ Date: _____
 (type name here)

GCA: _____ Date _____ GCA Grants Mgr: _____ Date: _____

*VPR or designee: _____ Date: _____

(*only required when over 90 days past original posting date)

S. Balas initials: _____ Date: _____