

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 here to see additional VPR approval criteria for any cost transfers 90 days or older from original date.

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 (<u>gcaapprovals@clemson.edu</u>) for approval. GCA will post the journal after all approvals have been obtained.

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 (<u>explanation is ONLY required in this section when the cost is 90 days after</u> 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)	
Principal Investigator for project correcting TO:	Date:
Principal Investigator for project correcting FROM, if different from above PI:_	Date:
	(type name)
Section 5 - Approvals	
*Department Chair:	Date:
(type name)	
*Associate Dean:	Date:
(type name)	
GCA:	Date:
*VPR or designee:	Date:

Procedure for VPR Approval on Cost Transfer Requests

The Office of the Vice President for Research needs to approve all PAYROLL cost transfers that meet the following criteria, regardless if the cost transfer requires GCA approval:

- the PAYROLL cost transfer involves charges TO a Fund 20 project and is 90 days or more from the original journal date, regardless of department;
- the PAYROLL cost transfer involves charges FROM a Fund 20 project to a non-Fund 20 project AND is 90 days or more from the original journal date AND involves a Division of Research department.

If the cost transfer request needs to be approved by both GCA and VPR, please submit to: gcaapprovals@clemson.edu .

If the cost transfer request does not need to be approved by GCA, but does require VPR approval, the cost transfer request may be submitted directly to Tony Dickerson <u>tonyd@clemson.edu</u>), or <u>gcaapprovals@clemson.edu</u>. Either are fine.