



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. VPR approval required for cost transfer 90 days or more. GCA will acquire this signature.

This form must be completed to process a cost transfer that is \$500 or more per line, or a sum transfer amount of \$2,500 or greater, 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@clermson.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 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? (e.g., because individual worked on project). **PLEASE ANSWER THESE QUESTIONS IN THE SPACE BELOW OR ON AN ATTACHED SHEET.**

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 untimely cost transfers (i.e., 90 days or more).

Section 4 - Certification - I CERTIFY THAT THE ABOVE-MENTIONED COST TRANSFERS ARE APPROPRIATE. PLEASE SIGN AND WRITE NAME UNDER SIGNATURE, if possible.

College/Division Post-Award Contact: _____ Date: _____

PI for project correcting TO: _____ Date: _____

PI for project correcting FROM, if different from above PI-Fd 20 only: _____ Date: _____

*Department Chair: _____ Date: _____

*Associate Dean: _____ Date: _____

GCA: _____ Date: _____

*VPR or designee: _____ Date: _____