

Cost Transfer Justification

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LAST UPDATED: 2/8/21

Grant Details

Use this form only if you need to make a cost transfer to a **federally-funded sponsored research award** and it is **more than 90 days** after the end of the month in which the cost was originally incurred.

ORIGINAL TRANSACTION FROM DATE			ORIGINAL TRANSACTION TO DATE	
FROM AWARD (IF APPLICABLE) CNV	DEPARTMENT	FUND	PROJECT	ACTIVITY
TO AWARD (REQUIRED) CNV	DEPARTMENT	FUND G0001	PROJECT	ACTIVITY

Cost Categories

CATEGORY	AMOUNT
<input type="checkbox"/> Salary	
<input type="checkbox"/> Benefits	
<input type="checkbox"/> Tuition	
<input type="checkbox"/> Non-Salary Related	
<input type="checkbox"/> Overhead	
TOTAL \$	

Transaction Details

ALL FIELDS REQUIRED. PLEASE REFER TO THE PROJECT NUMBER IN YOUR RESPONSES.

1) If costs include Salary, Benefits and/or Tuition, please provide the name(s) and PUID#(s) for the individual(s) affected:

2) How did the charge get made to the incorrect award? Please refer to the award in your response.

3) Is this a systemic issue? How will you prevent this error in the future?

Continued on next page .

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4) Why is this charge allowable and allocable to the award which it is being moved? Please refer to the award in your response.

5) What caused the delay in processing?

6) If a salary is being retroactively transferred, and was previously certified, please explain why. Please refer to the award in your response.

Additional Requirements

- ▶ If the transfer will move charges to a secondary department, please obtain signed approval from the secondary department.
- ▶ Documentation of charges relating to grants must be retained for **four (4) years** after the end date of the award.

Signatures

PREPARER (PRINT NAME)	DATE	SIGNATURE ▶
IF APPLICABLE, APPROVER SECONDARY DEPT (PRINT NAME)	DATE	SIGNATURE ▶
PRINCIPAL INVESTIGATOR (PRINT NAME)	DATE	SIGNATURE ▶

▶ **Send the original, signed form to Sponsored Research Accounting, 701 Carnegie Center, Suite 435, Princeton, NJ 08540**
Questions? Contact your Sponsored Research Accounting (SRA) Analyst or contact SRA at (609) 258-3070.
Cost Transfer Policy <http://finance.princeton.edu/policy-library/sponsored-research/cost-transfer-policy/>

SRA REVIEWER (PRINT NAME)	DATE	SIGNATURE ▶
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