

# COST TRANSFER JUSTIFICATION FORM

If a transfer is made within 90 days, answer question one (1) and two (2). If over 90 days, answer all three (3) questions.

1. Why is this cost transfer being proposed?
  
  
  
  
2. If an error is being corrected, what action is being taken to prevent this type of error from occurring in the future?
  
  
  
  
  
  
3. If the costs being transferred posted to the fund more than 90 days ago, please explain why this transfer was not completed in a timelier manner.
  
  
  
  
  
  
  
4. Explain how the cost transfer aligns with the goals and objectives of the project.

I certify to the best of my knowledge that this cost transfer is correct, complete and the fund being charged received a direct benefit from the charge for the purposes set forth in the award document.

Requestor's signature Date

Printed Name

Principal Investigator or Project Director's signature Date

Supervisor's Signature Date