

Rowan University

Cost Transfer Form

Instructions: This form must be used when any expense will be transferred *into/debited to* a sponsored project, whose sponsor is a federal or state department, agency or office, when the originating expense was initially charged to another non-sponsored or sponsored project fund. Originating expenditure source support documentation should be included as an attachment when submitting this form to OSP Post Award for review and processing. Payroll and non-payroll transactions are required to have a cost transfer form completed.

Exceptions: Payroll and non-payroll reallocations are not considered a cost transfer. Reallocations include service center billings performed in 90 days from original charge date, purchasing card expenditures performed in 90 days from original charge date, printing and other central administrative expenses that are distributed to cost centers/funds, and funds that are transferred between funds under the same award number.

IMPORTANT: The Division of University Research may deny any cost transfer that is greater than 90 days after the originating expense date. 90 days begins on the 1st of the next month when the originating expense was charged. **Example:** A transaction posts to a department (non-sponsored) fund on 01/24/2019. The 90 day rule countdown starts on 02/01/2019. If a cost transfer form is submitted after 05/01/2019 related to the originating expense charged on 01/24/2019, then the transfer is subject to OSP approval.

Transfer Expense From/Credit (From Unit)*:

Transfer Expense To/Debit (To Unit):

FOAP/Index/Fund Number:

Principal Investigator Name:

Sponsored Project Grant ID (GXXXXX):

Project End Date:

Amount:

*: If the Transfer Expense From is a non-sponsored project/institution fund, then just complete FOAP/Index/Fund Number section

Provide business justification related to the expense being transferred to/debited to sponsored project fund. How does the expense relate to and support the sponsored project scope of work and objectives?

Explain how the error occurred and what plans/measures/changes are taking place to ensure this type of error does not occur in the future. What did you change in your lab/research protocol/research procedures to ensure sponsored project costs specific to the sponsored project are originally charged to that sponsored project? Why were the charges not originally posted to the sponsored project fund?

To Unit Signatures and Confirmations- Your confirmation below indicates you have reviewed the transfer and agree with the information notated above. The Principal Investigator signature below indicates as the steward of the sponsored project, you confirm and verify the business justification for the expense being transferred into/debited (To Unit:) to your sponsored project is pertinent to the scope of work and necessary to accomplish the goals and objectives of the sponsored project.

Department Administrator Name (Print)

Principal Investigator (Print)

Department Administrator Confirmation

Principal Investigator (Signature)