

## **Cost Transfer Justification Form**

Cost transfers should be accomplished within 90 days of when the error was discovered and in accordance with the UND Cost Transfers for Sponsored Projects Activity policy. Cost transfers to correct an error must be completed regardless of timeframe if the correction benefits the sponsored award.

**Instructions**: Complete the form in its entirety. Attach the form and supporting documentation with the journal/voucher entry or retroactive distribution request.

Preparer's Name  Department  Phone Number  Today's Date	
Phone Number	
Today's Date	
1000,000	
What is the reason for the cost transfer?	
□ Charged to incorrect account string (including transposition error) □ Late Award (received NOA late from award agency) □ Allocation of costs that benefit more than one project □ Due to a Regulatory Hold (COI, IACUC, Formulation of the adjustment and how the error occurred. Include information on why the explanation for the receiving budget. If the cost is allocated to more than one budget, provide the allocation used to determine how much of the cost belongs to the receiving budget. Include what the department is defined as a contraction of the cost belongs to the receiving budget. Include what the department is defined as a contraction of the cost belongs to the receiving budget. Include what the department is defined as a contraction of the cost belongs to the receiving budget. Include what the department is defined as a contraction of the cost belongs to the receiving budget. Include what the department is defined as a contraction of the cost belongs to the receiving budget.	
2. Is any line of the cost transfer greater than 90 days?  Yes * No *If yes, forward the completed form to Grants & Contracts to review the cost transfer and approve, if approval.  If any of the charges transferred are over 90 days, provide a complete statement that fully document reasons the transfer date is greater than 90 days from the original transaction date.	
3. What is the benefit to the receiving award?	