Sponsored Programs
Cost Transfer Justification Form (OSP_CTv1)

This form is required when a cost is transferred to or from a sponsored project to reassign any charges. Upload completed form to Workday as support documentation when doing the accounting adjustment or journal entry. Completed forms must be submitted to the designated OSP financial research administrator for your college.

Contact Information
Date: ______________
Completed By: ________________________________ Phone: ________________________________

Worktag Information
Original Account Worktag: ______________________________________________________
New Account Worktag(s): ______________________________________________________

Cost Transfer Type
This is a justification for a Payroll Cost Transfer (PAA)  □ Yes  □ No
   If yes, please provide the employee name: ________________________________________

This is a justification for a Non-Payroll Cost Transfer (accounting adjustment, journal entry) □ Yes □ No
   If yes, please provide the transaction number(s): ________________________________

Justification Checklist and Documentation (Please check budget before completing this section.)
Has the item been transferred previously? □ Yes □ No
   If yes, please provide a justification for the additional transfer:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________
Please explain the reason the expense(s) was originally charged to the incorrect worktag or award.

Please explain how the transfer benefits the award(s) to which it is being moved.

Please explain what action has been taken to eliminate the need for this type of cost transfer in the future (e.g., department will review charges to sponsored project accounts on a monthly basis, risk accounts will be set up, etc.)

**Transfer Request**

The transfer is being requested (check all that apply):

- [ ] More than 90 days after the posting of the transaction**
- [ ] Less than 45 days prior to the award end date
- [ ] None of the above applies (approvals not required)

**Approvals**

Approvals are required unless “None of the above applies” was checked in the above section.

Principal Investigator

Chair/Director

Dean/Vice President
(required only if effort has been certified)

OSP will submit the form to the AVPRED or VPRED for signature

OSP Authorization

**AVPRED or VPRED**
(required for all transfers more than 90 days after posting of transaction)

This form must be attached in Workday

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Reviewed