

STATE UNIVERSITY As outlined in the Middle Tennessee State University Cost Transfer Policy, this form must be completed when requesting to transfer expenses (costs) to a sponsored project. *Please see Cost Transfer Policy for instructions.*

Section 1 - IDENTIFICATION of Cost: Check one and attach appropriate documents.

- This is a transfer of personnel costs and the Labor Redistribution Request Form is attached.
- This is a transfer of non-personnel costs. The detail expenditure report is attached with incorrect expenses circled.
- These expenses should be transferred to the following project. Index

Section 2 - JUSTIFICATION for transfer if within 90 days of occurrence (Attach additional pages if necessary):

(1) Why was this expense originally charged to the index number from which it is now being transferred?

(2) Why should the charge(s) be transferred to the proposed receiving sponsored project? (PI should explain how the charge directly relates to the scop of work and attach any necessary supporting documentation)

(3) What corrective action is needed to eliminate future need for cost transfers of this type? Is the action being taken?

Section 3 - EXCEPTION - Late Cost Transfer Request (> 90 days of occurrence) (Attach additional pages if necessary):

(4) Why is the cost transfer being requested more than 90 days after the occurrence of the original transaction?

Section 4 - CERTIFICATION

By signing below you are certifying that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged and the expenditure complies with the terms and restrictions governing that sponsored grant or contract.

Printed Name_____
Principal Investigator's Signature_____
Date_____
Phone No._____
Department Chair_____
Date_____
Dean (If > 120 days from original transaction)_____
Date_____
ORS Signature (Approved)_____
Date**Print Form**