

Cost Transfer Justification for Sponsored Projects

Please complete this form, save as a PDF and upload form into the UGA Financial Management System.

All costs charged to sponsored projects must comply with The University of Georgia (UGA) [Direct Cost Policy](#). A cost transfer should be an exception and occurs when a cost needs to be transferred to or from a different sponsored or non-sponsored chartstring. All cost transfers must comply with The University of Georgia (UGA) [Cost Transfer Policy](#).

Provide the date this cost transfer need was identified.

Provide the original posting date of this cost.

Provide a detailed description of the cost which will be transferred.

Explain why this cost was charged to the initial chartstring and why that chartstring is no longer appropriate.

Explain how the charge specifically relates to the chartstring it is being transferred to and why it wasn't originally charged here.

Principal Investigator Signature - **Required only if this cost transfer is initiated more than 90 days after costs' original posting date.**

Type Principal Investigator's name below when **signed** by Principal Investigator.



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