

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](#). It is expected that each answer be one or two complete sentences and no answer be the same. Failure to comply could result in a denial of the request.

Provide the original accounting date of this posted expense.

For multiple expenses choose the oldest accounting date.

**> 90 days requires
PI signature below**

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

Explain why this expense was charged to the initial chartstring.

Explain how the expense benefits the new chartstring to which it is being transferred. This should be completed even when moving expense from a sponsored project to a non-sponsored project.

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.