

FLORIDA STATE UNIVERSITY
Sponsored Research
COST TRANSFER JUSTIFICATION FORM

This form must be attached to the Expenditure Transfer Journal Entry Form (Non-Construction Projects) when requesting the transfer (charge) of an expense **to** an externally-sponsored project budget. Reference FSU's Cost Transfer Policy at <http://www.research.fsu.edu/contractsgrants/policypro.html>.

Please answer the following questions:

1. Why was this expense originally charged to the (credit department) budget from which it is now being transferred?

2. Why should this expense be charged to this sponsored project (charge department)?

3. How (specifically) did this expense benefit the sponsored project being charged?

4. If this transfer is requested late (outside of the timeframes allowed by the Cost Transfer Policy), explain why it was not requested sooner?

5. What action is needed to eliminate the need for cost transfers of this type in the future, and has this action been taken?

The undersigned do hereby certify to the correctness of the information and the accuracy of the description of the remedies outlined above.

Principal Investigator whose Project is being charged:

Name:

Signature: _____
Date

Department Name:

Director/Chair Signature: _____
Date

Dean Signature: _____
Date