Sponsored Research Accounting Services
Instructions for Preparing JT Form for Cost Sharing
from SRAD Project to Cost Share Project

In order to properly account for cost share funded from SRAD projects, departments will have to transfer funds from their SRAD projects into the cost share portion of the sponsored project. The attached form was partially prepared to assist departments in completing this accurately and timely. The SRS administrator or SRAS Cost Share Coordinator will request the department to submit an Expenditure Transfer Journal Entry Form (JE) to transfer cash to the new cost sharing budget in an amount sufficient to cover the entire project period. If the department wants to fund the cost share budget for one period at a time on a multiple year award, the amount of the transfer will equal that period's required cost share. Thereafter, a JE Form will have to be processed for all future cost share budgets. The form must be approved by either the Principal Investigator (PI) or Sponsored Project Manager (SPPROJMGR) who has budget authority on the project, before it is submitted to SRS or SRAS for processing. Complete the form as follows:

PURPOSE OF TRANSFER

The explanation has been provided on the Journal Entry Form. However, replace with the period associated with the transfer where xx/xx/xxxx-xx/xx/xxxx.

CHARGE DEPARTMENT

Column	Input Requirements
ORIGINAL CHARGE DOCUMENT #	Do not change.
DEPT ID	Enter the department associated with the SRAD project that the funds will be coming **FROM**.
FUND	Enter the fund associated with the SRAD project that the funds will be coming **FROM**.
ACCOUNT	Do not change.
CF1/CF2/CF3	Use if your department has chosen to use these fields.
AMOUNT	This should be equal to the cost share amount obligated for a budget period or periods.
PROJECT	Enter the project ID associated with the SRAD project that the funds will be coming FROM.
ACT ID	Do not change.
RESRCE TYPE	Do not use.
RESRCE CAT	Do not use.
RESRCE SUB-CAT	Do not use.
RESOURCE ANL TYPE	Do not change.

CREDIT DEPARTMENT

ORIGINAL CHARGE DOCUMENT #	Do not change.
DEPT ID	Enter the department associated with the project that requires cost share.
FUND	Do not change.
ACCOUNT	Do not change.
CF1/CF2/CF3	Optional fields. If your department has chosen to use these fields, enter in a value as appropriate.
AMOUNT	This should be equal to the cost share amount obligated for a budget period or periods.
PROJECT	Enter the project ID associated with the project that requires cost share.
ACT ID	Do not change.
RESRCE TYPE	Do not use.
RESRCE CAT	Do not use.
RESRCE SUB-CAT	Do not use.
RESOURCE ANLTYPE	Do not change.