Office of Grants & Contracts Administration
Cost Transfer Request Form

Principal Investigator: _____   **Prepared by:** _____

ProjID: _____   **Phone:** _____   **Date:** _____

For all cost transfers complete questions 1-5:

1. **Describe in detail the expenditure(s) that are being transferred.**

2. **If transferring the expense to a different projID, describe the benefit to the project receiving the expense transfer.**

3. **How did the error occur?**

4. **If more than 60 days have passed since the expense was identified, explain the delay.**

5. **What steps are being taken to ensure that this error will not happen again?**

Principal Investigator (account holder)	**College Research Officer**	**Office of Grants & Contracts Administration**

SIGNATURE _____   _____   _____

DATE _____   _____   _____

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Cost Transfer Request Form

Move To

ProjID	Dept	Fund Cat	Fund	Function	Account	Program	Purpose	Site	Amount	VO/Journal#	Date	Description

Move From

ProjID	Dept	Fund Cat	Fund	Function	Account	Program	Purpose	Site	Amount	VO/Journal#	Date	Description

Move To

ProjID	Dept	Fund Cat	Fund	Function	Account	Program	Purpose	Site	Amount	VO/Journal#	Date	Description

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Cost Transfer Request Form Instructions

- Please make sure not to change the formatting of the form and the aspect ratio should remain in landscape format, especially if the form is printed for signatures and then scanned for submission.

- Do not overfill the textboxes as text that extends beyond the edge of the box on screen will be cut off when the form is printed.

- Use the lookups on the Reports tab of the MyUNT website (https://my.unt.edu) to identify the appropriate ProjID/DeptID, account, and FOAPS fields in EIS 9.2 Chart of Accounts format.

- Please indicate the new Chart of Accounts projID when requesting a cost transfer from a PI's IDC account rather than the old 9.0 IDC account number. The new number can be obtained from the look ups on the MyUNT website.

- Please include backup with the cost transfer form that supports the origin of the charge requesting to be moved to or from a projID.

- All 5 questions on page 1 should be answered with as much relevant detail as possible. If questions 2 or 4 do not apply to the specific cost transfer request please indicate Not Applicable or N/A. N/A is not an appropriate response for question 5.

- Program, Purpose and Site on pages 2 and 3 are optional fields that may not need to be used. All other fields are required.

- PI signature indicating approval is required before the cost transfer request will be processed. Signatures can be a physical signature or electronic signature. An email approval may be used if the PI is unavailable to sign the form.

- The submission process remains unchanged: 1) the department admin prepares the form and submits to the PI for signature. 2) The form is submitted to the CRO for review and approval. 3) If approved the CRO signs and routes to OGCA for review and processing.

- CROs should review and sign in the CRO field on page one to indicate their approval before routing to OGCA for processing.

- There are 8 available lines to use for requesting cost transfers of expenses on pages 2 and 3. If you need additional lines you may reuse pages rather than filling out another complete cost transfer request.

- Departmental questions on the allow-ability of moving a charge should be directed to the appropriate CRO who can then follow up with OGCA if necessary.

- Cost transfer requests should be submitted timely as soon as an error is identified.