Cost Transfer Request: Payroll

1. Why was this expense originally charged to the cost center(s) from which it is now being transferred?

2. Why should the expense be transferred to the proposed receiving project (i.e., how does the project benefit from the expense).

3. Is this cost transfer submitted within 90 days from the end of the calendar month in which the transaction first appeared?  
   ☐ Yes  ☐ No
   If no, please explain the extenuating circumstances for this late transfer.

   What corrective action has taken place to avoid this type of cost transfer in the future?

4. Has related effort already been certified through the University's effort certification system?  
   ☐ Yes  ☐ No
   If yes, provide a detailed explanation of how effort was incorrectly certified.

5. Why are you making this payroll cost transfer? (chose one)
   ☐ CAS approval  ☐ Correct error  ☐ Late award
   ☐ Combination code delay (HRAC)  ☐ Effort correction  ☐ Other

I certify that the above information is true and accurate.

______________________________  ____________________________
Department Chair or Principal Investigator Name  Department Chair or Principal Investigator Signature

Submitted By:  
______________________________  ____________________________
Name  Phone  E-mail

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