UNC CHARLOTTE

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OFFICE OF GRANTS & CONTRACTS ADMINISTRATION

COST TRANSFER JUSTIFICATION FORM

All cost transfers require adequate supporting documentation to identify amounts and original dates.

1. Why was this expense originally charged to the program/project from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving program/project? (PI should explain how the charge directly relates to the scope of work) (Attach any necessary supporting documentation)

3. If applicable, why is this cost transfer being requested more than 90 days after the original date the transaction was recorded? (Attach any necessary supporting documentation)

4. What corrective action has been taken to eliminate future need for cost transfers of this type?

Principal Investigator's Signature: _____ Date: _____

Printed name, Title and Phone No.:_____

NOTE: By signing above, I certify that the cost transferred is an appropriate expenditure for the sponsored grant/contract being charged and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract.

GCA Authorization: _____Date_____