

**Northeastern University
Office of Research Administration & Finance
Cost Transfer Explanation Form**

This form should be completed for any cost transfers that move expenditures onto sponsored project accounts (fund 5XXXXXX). The completed and signed form must be attached to the Journal Voucher Form.

Exceptions to the cost transfer form requirement include journals to move expenses within the same grant, journals that only credit a grant, and journals to allocate service center fees.

If a transfer is made within 90 days of the effective date of the original entry, answer questions 1 and 2 only; if over 90 days, answer all four questions.

1. Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstances for originally charging the incorrect account)?

2. Why should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project)?

3. Why is this cost transfer being requested more than 90 days after the original transaction?

4. How will you prevent this type of error from happening in the future?

Cost Transfer Approved by:

Printed name: _____

Title: _____

Phone Number: _____

Signature: _____

Date: _____

Note: The Cost Transfer Explanation form should be approved by the Principle Investigator (PI) or their delegate. By signing above, the PI or their delegate certifies that the cost transferred is an appropriate expenditure for the sponsored project account charged and that the expenditure complies with the terms and restrictions governing that sponsored project account.