

**LSU HEALTH SCIENCES CENTER, NEW ORLEANS
COST TRANSFER FORM**

DATE: _____
FROM: _____
TO: Sponsored Projects Office

RE: Request for a Cost Transfer

From LSUHSC Project: _____
To LSUHSC Project: _____
Grant (Award) Number: _____
Amount: _____

Certified by PI: _____

"I certify that the cost transferred is an appropriate expenditure for the sponsored grant/contract charged and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract."

General Description: _____
(Example: salary, travel, supplies, etc.)

Approvals:

Business Manager: _____

Department Head: _____

To expedite the review of your request, please have the following items attached to the cost transfer form:

- copy of the ledger (Please highlight the expenditures that relate to this cost transfer request.)
- Revised Time & Effort form (if appropriate)

- A) Is this an error correction? How did the error occur?

- B) Is this material involved in closely related work in the same laboratory?

- C) Is this cost a proper and allowable cost to the grant to which the cost is being transferred?

- D) Is this cost transfer within 90 calendar days of the discovery of the error? If no, please explain why it was not requested within the allotted time period.

- E) Please explain the policy of the department to prevent this from happening in the future.
- F) If this cost transfer requested is for labor costs, does the previously reported time-effort reflect this source of funds? Please provide a copy of the revised time and effort report.
- G) How did you determine that the effort expended was on the grant to which you are requesting a cost transfer?

EXPLANATION OF REQUESTED COST TRANSFER:
(Please provide a brief summary of the JE/Retro)

The completed Cost Transfer form may be sent electronically (PDF) to Sponsored Projects at NOSponProj@lsuhsc.edu

FOR SPONSORED PROJECTS USE ONLY:

Approved

Disapproved

Returned

Sponsored Projects: _____

[Cost Transfer Policy](#)

[Cost Transfer Form](#)

A cost transfer form is required any time a transfer is requested to a federal award (or subaward) or from a federal award (or subaward) to another federal award (or subaward). Cost transfer forms will not be required when costs are transferred from a federal award (or subaward) to another, non-federal funding source.