

**LSU HEALTH SCIENCES, NEW ORLEANS  
e-CSOF COST TRANSFER FORM**

TO: **Sponsored Projects Office**

RE: **Request for a Cost-Transfer**  
(a transfer to or between Federal Projects)

From LSUMC Project: \_\_\_\_\_

To LSUMC Project: \_\_\_\_\_

Grant (Award) Number: \_\_\_\_\_

Employee Name(s): \_\_\_\_\_

EXPLANATION OF REQUESTED COST TRANSFER:

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

PI signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

- A) Is this an error correction? How and where do you consider this error occurred?
- 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 days of the original cost assignment? If no, please explain why it wasn't requested within the allotted time period.
- E) 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.
- F) How did you determine that the effort expended was on the grant to which you are requesting a cost transfer?
- G) What Policy and Procedures have you put in place to prevent future occurrences?