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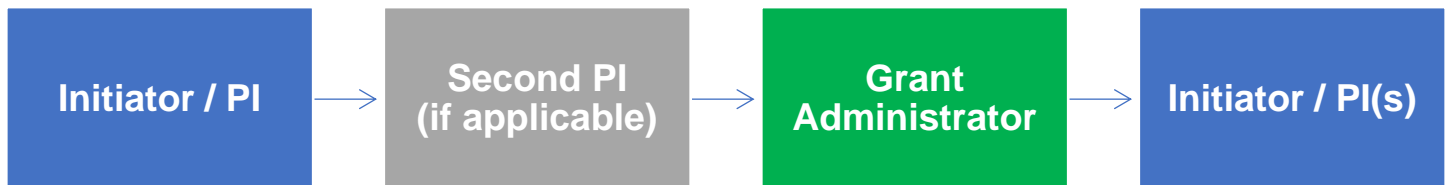
## Purpose & Use

The [Cost Transfer Request](#) form is used to request a transfer of non-payroll charges from one grant account to another.

## Information Needed

- Grant numbers for both grants
- PI contact information for both grants
- Grant titles for both grants
- Start and end dates for both grants
- Object class, date charged, and amount for non-payroll line items
- Appropriate documentation (ledger sheet, journal voucher, etc.)
- Copy of the original charges (travel voucher)
- Justification(s) for the transfer

## Form Routing



## Statuses

### DRAFT

The form opens in **Draft** status and can be edited by the initiator. Once the form is submitted, it will no longer be in **Draft** status.

### PI SIGNATURE REQUIRED

If the initiator edits the form and submits it without the PI’s signature, or if more than one PI is listed on the Cost Transfer Request, the form will enter **PI Signature Required** status.

Any listed PIs who have not signed the form will be prompted to do so via email.

### SUBMITTED

If a form is submitted with all relevant PIs’ signatures, the form will enter **Submitted** status.

The initiator (and the PI[s], if different) will receive an email confirming submission of the form. The request will forward to the appropriate [Grant Administrator](#) for processing.

### REJECTED

If a form is rejected by any party, the form will enter **Rejected** status.

The initiator (and the PI[s], if different) will receive notification of the rejected form via email.

### APPROVED

If a submitted form is approved by the Grant Administrator or by another member of the Office of Research, the form will enter **Approved** status.

The initiator (and the PI[s], if different) will receive notification of the approved form via email.

## Recipients



- **PI SIGNATURE REQUIRED**
  - Initiator
  - PI(s)
- **SUBMITTED**
  - User who last signed the form
  - [Grant Administrator](#)
- **REJECTED**
  - Initiator
  - PI(s)
- **APPROVED**
  - Initiator
  - PI(s)

### Email To

If the form needs to be sent to any recipients *other* than those listed above, any user can add any UNO email address into the **Email To** field and then submit the form. The user will be copied on an email sent to the entered email address.

## Initiator Instructions by Section

### Section I – Where are charges being removed *from*?

Section I –Where are charges being removed <i>from</i> ?	
Grant Number:	<input type="text"/> *
PI's First Name:	<input type="text"/> *
PI's Last Name:	<input type="text"/> *
PI's Email:	<input type="text"/> *
College:	Select... * ▼
Department:	<input type="text"/> * ▼
Grant Title:	<input type="text"/> *
Grant Start Date:	<input type="text"/> * 
Grant End Date:	<input type="text"/> * 

1. **Grant Number:** Enter the grant number of the grant where the charges currently reside. The grant number can be obtained in Workday.
2. **PI's First Name:** Enter the first name of the PI on this grant.
3. **PI's Last Name:** Enter the last name of the PI on this grant.
4. **PI's Email:** Enter the UNO email address for the PI on this grant.
5. **College:** Select the PI's college from the dropdown menu.
6. **Department:** Select the PI's department from the dropdown menu.
7. **Grant Title:** Enter the title of the grant (can be obtained in Workday).

8. **Grant Start Date:** Enter or select the start date for the grant.
9. **Grant End Date:** Enter or select the end date for the grant.

## Section II – Where are charges being moved *into*?

**Section II –Where are charges being moved into?**

Grant Number:		*
PI's First Name:		*
PI's Last Name:		*
PI's Email:	researchoffice@uno.edu	
College:	Select..	* ▼
Department:		* ▼
Grant Title:		*
Grant Start Date:		*
Grant End Date:		*

1. **Grant Number:** Enter the grant number of the grant where the charges will move. The grant number can be obtained in Workday.
2. **PI's First Name:** Enter the first name of the PI on this grant.
3. **PI's Last Name:** Enter the last name of the PI on this grant.
4. **PI's Email:** Enter the UNO email address for the PI on this grant.
5. **College:** Select the PI's college from the dropdown menu.
6. **Department:** Select the PI's department from the dropdown menu.
7. **Grant Title:** Enter the title of the grant (can be obtained in Workday).
8. **Grant Start Date:** Enter or select the start date for the grant.
9. **Grant End Date:** Enter or select the end date for the grant.

## Section III – Non-Payroll Line Items

**Section III –Non-Payroll Line Items**

Note: Payroll changes must be submitted via a Costing Allocation in Workday.

Object Class	Date Charged	Amount
Select.. ▼		
Select.. ▼		
		\$0

Add another line

1. **Object Class:** Select the relevant object class for the line item from the dropdown menu.
2. **Date Charged:** Enter or select the date when the item was charged.
3. **Amount:** Enter the dollar amount of the charge. Charges will automatically total.
4. **Add another line:** If relevant, click the **Add another line** link to add more line items. Repeat steps 1-3.

Note: Payroll changes must be submitted via a Costing Allocation in Workday.

## Section IV – Justification

Fully explain the necessity of the transfer and attach appropriate documentation (i.e. ledger sheet, journal voucher, etc.). Attach a copy of the original charges (i.e. travel forms and required backup). If additional space is required, attach a separate sheet.

**Section IV –Justification**

Please fully explain the necessity of the transfer and **attach appropriate documentation** (i.e. ledger sheet, journal voucher, etc.). Attach a copy of the original charges (i.e. travel voucher and required backup). If additional space is required, attach a separate sheet.

Attachment Type	Attachment
<input style="width: 95%;" type="text"/>	<input type="button" value="Click here to attach a file"/>
<input checked="" type="checkbox"/> Add another attachment	

1. **Attachment Type:** Enter a description of the file you are uploading.
2. **Attachment:** Attach documents as relevant.
3. **Add another attachment:** If relevant, click the **Add another attachment** link to add more attachments. Follow steps 1-2.

### Justification Questions

The form will prompt you to answer the following questions.

1. Why were the charges posted to the original account? (Select one of the below options)
  - a. Incorrect grant number put on expenditure document
  - b. Incorrect grant number entered into Workday
  - c. Incorrect cost allocation – determined cost should be allocated to another project (partial or complete)
  - d. Other; please see comments at bottom
2. Why should the charges be transferred to the requested sponsor program?
3. What corrective action has been instituted to prevent future errors?
4. If charges are more than 90 days old, why is this cost transfer being requested more than 90 days after the date of the expenditure.

### Comments (Optional)

**Comments**

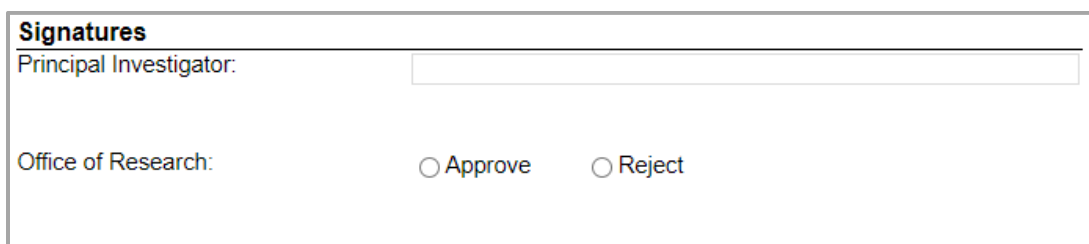
I have entered a test comment into the form.

Submitted by: **jelandr1** on **12/7/2020**

Add more comments

1. **Add comments:** If relevant, click the **Add comments** link to add a comment to the form.
2. Type your comment in the box that appears. Your username and the date will auto-populate beneath the comment.
3. **Add more comments:** If necessary, click the **Add more comments** link to add more comments.

## Signatures

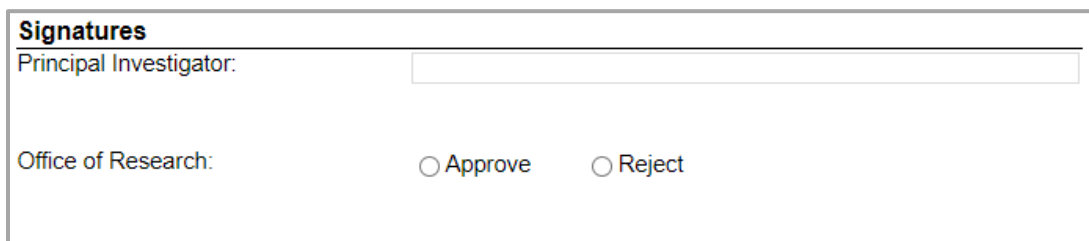


The screenshot shows a form titled "Signatures". It contains a text input field for "Principal Investigator:" and two radio buttons for "Office of Research:" labeled "Approve" and "Reject".

1. **Principal Investigator:** Enter your name to sign the form. Your username and the date will auto-populate.
2. Note: If the two grants in question were awarded to two different PIs, then two signature fields will display. Each PI must sign the form to indicate their approval. If two signatures are required, the form will route automatically to each PI.
3. **Submit:** After signing the form, click the **Submit** button in the ribbon at the top.

## Approver Instructions by Action (Office of Research)

### Approve or Reject



The screenshot shows a form titled "Signatures". It contains a text input field for "Principal Investigator:" and two radio buttons for "Office of Research:" labeled "Approve" and "Reject".

1. After reviewing the Cost Transfer Request, scroll down to the **Signatures** section.
2. **Office of Research:** Indicate your approval or rejection. Your username and the date will auto-populate.
3. **Submit:** After signing the form, click the **Submit** button in the ribbon at the top.
4. The PI(s) (and the initiator, if different) will be notified of your decision via email.

## Contacts

### Technical Issues

If you encounter a technical issue with the SharePoint form, contact Julie Landry at [jelandr1@uno.edu](mailto:jelandr1@uno.edu).

### Research Policy/Scenario Questions

If you have a question about your submission or its results, contact the appropriate member of your [service team](#) as indicated on the Office of Research website.

## Document Notes

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