Form 1305 FR.16
Labor Distribution - Cost Transfer Justification

REQUESTER INFORMATION

REQUESTER NAME: _______________________________  LAST  FIRST

DEPARTMENT: _________________________________

PHONE NUMBER: ___________________  DATE: ________________

BATCH NAME: ________________________________

What is the primary reason for the cost transfer?

☐ A. Charged to incorrect account (including Transposition error)
☐ B. Clearing costs to non-sponsored account
☐ C. Allocation of costs that benefit more than one project
☐ D. Intra/Inter-Departmental billing for Internal service
☐ E. Transfer Pre-Award costs from a department holding account
☐ F. Late Award (Received NOA Late from awarding agency)
☐ G. Due to a Regulatory Hold (COI, IACUC, HRPP)
☐ H. Transfer costs from labor suspense
☐ I. Reallocate effort to reflect actual effort

Is any line of the transfer greater than 90 days?  ☐ Yes  ☐ No

Explanation: Provide an explanation for the error and how it occurred. (e.g., transposition error). If any of the charges being transferred are over 90 days; explain the unusual circumstance that prevented the timely review, correction, and submission of the error.

Benefit: What is the benefit to the receiving award?
I confirm, to the best of my knowledge that the cost transfer does not a) involve a change to a previously certified effort report, or b) include a transaction that is being submitted more than 90 days from the end of the calendar month in which the transaction appeared on an award, or c) include charges to a Federal or Federal Pass-Through award with total net debits exceeding $2,500. Further, I understand that any cost transfer that meets any one of the aforementioned criteria must be submitted to GCFA for review and approval.

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<th>Dept Approver:</th>
<th>Date:</th>
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<tbody>
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<td>Name (PI):</td>
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Fax form to (203) 737-5837
Cost Transfer Justification or documentation questions please contact your GCFA accountant.