## Western Michigan University Cost Transfer Request

Requested By:			
Department:		Date:	
Charges From:	- Charges To:		
Amount:	Federal Federa	al Flow-Thru	
Project Title:	Sponsor:		
Project Beginning Date:	Project Eı	nding Date:	
Administrative Requirements, Cost Princip establishes principles for determining cost institutions, as well as proper documentati	oles, and Audit Reui ts applicable to gran ion required. To con to explain and justif	s Title 2: Grants and Agreements Part 200 Uniform irements for Federal Awards (2CFR Part 200) nts, contracts, and other agreements with educational mply with the cost allowability, allocability, and fy transfers of costs from one account to any	
	tions (allowed only	d 3. If transfer is made over 90 days or after the end of in extenuating circumstances). <b>Documentation to</b>	
What is the charge for and how d	loes it benefit the pr	roject which is now being charged?	
2. Why was the cost not correctly charged initially?			
3. If the transfer is between two sponsored projects, explain how the two projects are related.			
4. Why is this cost transfer being requested after the deadline?			
5. How was the error discovered?			
6. What measures have been taken to avoid the need for this type of cost transfer in the future?			
NOTE: By signing below, requester certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract.			
Principal Investigator's Name:		Phone Number:	
Principal Investigator's Signature:		Date:	
Chair/Department Head Signature:Date:		Date:	
Return the completed form to the Grants and Contracts Office via email, grants-services@wmich.edu which will be retained for audit purposes.			
The Grants and Contracts Office will review	w this request. If ap	oproval is not granted, the transfer will not be allowed.	
Grants and Contracts Approval:		Date:	