THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

COST TRANSFER JUSTIFICATION FORM - LABOR

This form is required to be filled out when requesting a labor redistribution to or from a sponsored project for a closed effort cycle.

Please see the ***Cost Transfers on Sponsored Agreements*** or the **OVPR website** for more information.

Requestor Name:	Email:	Date:
Employee Name:	Effort Cycle:	Pay Period(s):

Directions – Please provide a detailed response to each question; attach additional pages, if necessary

1. If moving labor to or from a Sponsored Project, please explain why the expenditure(s) should be transferred (also include if changing expenditure type within same award).

2. How was the error discovered?

3. Has the award ended and a final financial report been completed? Check one: ◯ **Yes** or ◯ **No**

4. Explain why the cost transfer is being requested after the effort reporting cycle has closed, and what corrective action will be taken to eliminate the need for a cost transfer of this type in the future?

APPROVALS

By signing below you are certifying that the cost to be transferred is an appropriate expenditure for the sponsored project charged and the expenditure complies with the terms and restrictions governing that sponsored project. (Electronic signature is preferred.)

Organizational Official

Signature and Date

Principal Investigator

Signature and Date

Additional Approver
(if required by school)

Signature and Date

OSP SPA

Signature and Date

OSP SPM

Signature and Date

GCAS SPFA

Signature and Date

University Controller
(or Controller Designee)

Signature and Date