

Please check the budget before completing this section.

es, please provide a justification for the additional transfer:

## Sponsored Projects Cost Transfer Justification Form (SP-6)

This form is required when a cost is transferred to a sponsored project. Upload completed form to Workday as support documentation when doing the accounting adjustment or journal entry. Cost share adjustments do not require this form.

<b>Contact Information</b>			
Date:	Completed By:	Phone:	
<b>Worktag Information</b>			
Original Account Worktag	g:		
New Account Worktag(s):			
Cost Transfer T pe and	d Amount		
This is a justification for a Payroll Cost Transfer (PAA): Yes No			
If yes, please provide the employee name and date of original transaction:			
This is a justification for	a Non-Payroll Cost Transfer (accounting adjustment, journal ent	ry): Yes No	
16 1			
if yes, please provide	e the transaction number(s) and date of the original transaction:		
Please indicate the total amount transferred:			
Justification Checklist and Documentation			

H to4 (n.C 5₺)4..d1 (re2.5h 3(e)-14.½(c)-4.₺3(e)-14.₺(b)10.15(n.b3(m)-3.9 5(s))-3.9 5(ss)3.₺(3e)4DDTc 0 Tw ② (.₺.₺)24.₺(1509TeDeme

For Internal Use (PAAs) Onl			
1PTU "XBSE .BOBHFS			
Dean/Vice President			
Chair/Director			
Principal Investigator			
Appro als Please review the approval instructions and signature requirements on next page.			
None of the above applies (below approvals not required)			
Less than 45 days prior to the award end date	After the award end date		
More than 90 days after the posting of the transaction	After effort certification		
The transfer is being requested (check all that apply):			
Transfer Request			
Please explain what action has been taken to eliminate the need for this type of cost to department will review charges to sponsored project accounts on a monthly basis, ris			
Please explain how the transfer benefits the award(s) to which it is being moved.			
Please explain the reason the expense(s) was originally charged to the incorrect work	tag or award.		

Page 2 of 2 Rev. - -2022

## **Form Appro al Instructions**

The following approval instructions are based upon the type of transfer requested per the selected checkboxes in the Transfer Request section of the form.

More than 90 days after the posting of the transaction: the principal investigator, chair/director, dean/vice president, and 4 Q P O T P S F EQ PSTRUK B D B S Emultible Polices

After effort certification: the principal investigator, chair/director, and dean/vice