

COST JUSTIFICATION FORM INSTRUCTIONS

Requestor's Name – The name of the person completing the form.

Date – The date the form is completed.

Request Type -- Federal Uniform Guidance requires additional information when costs post late or are moved. Check the type of cost justification, answer the appropriate justification, and attach backup documentation as needed.

● **Original Cost to Post > 90 days:** Expenses need to post in a timely manner. Any expense posting greater than 90 days after incurred, requires additional info. Answer questions 1, 3, 4 and attach the completed justification to the reimbursement request. Include all backup documentation with the reimbursement request.

● **Transfer Cost < 90 days:** All transfers in/between projects (85xxx) require additional information. Requests to transfer costs in a timely manner only need to answer questions 1-2. Attach the completed justification and necessary backup documentation to the IUB request.

● **Transfer Cost > 90 days:** All transfers in/between projects (85xxx) require additional information. Requests to transfer costs outside a timely manner need to answer questions 1-4. Attach the completed justification and necessary backup documentation to the IUB request.

● **Note:** This form is not required if the transfer is only correcting an account code error within the same project.

JUSTIFICATION --

(1) Per Federal Uniform Guidance, expenses "...may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by or by terms of the sponsored agreement, or for other reasons of convenience."

The following are examples of acceptable reasons for a cost transfer:

- To move costs from a non-sponsored project (e.g. 86xxx) to a new 85xxx project once it is awarded/setup.
- To move appropriate and approved pre-award costs to an 85xxx project.
- The administrator misunderstood the PD/PI's instructions on how to allocate the cost.
- The PI/PD has multiple funding sources for the same project and he/she provided the wrong account number to charge.
- To move a cost overrun to a non-sponsored account (e.g. to a Campus Program "86xxx" project).

The following are **NOT** acceptable reasons for a cost transfer:

- To transfer costs to cover a deficit on another award / project.
- To transfer costs to spend the balance of an award / project.

Justification Questions:

1. Question 1 should clearly include the following information:

(a) **Description** – The name of the vendor, employee name and campus ID #, or other description showing in the transaction record. How does this expense directly benefit the project being charged?

(b) **Amount** – The total direct amount to be incurred by the project. Associated IDC costs will be automatically transferred. If only a portion of an expense item is being transferred, explain why in the justification section.

(c) **For Transfers include Reference Number** – The primary reference number on the original transaction, which can be found in the Data Warehouse transaction record, typically the Document Line Description (Doc Ln Descr). Also attach a copy of the Data Warehouse detail report with the expense(s) to be transferred highlighted.

2. Question 2 should clearly answer why the expense(s) posted incorrectly.

3. Per Policy, incurred costs are required to be paid/reimbursed in a timely manner and cost transfers are to be requested within 90 days of the original charge. Explanation is required here to document the reason for the lateness of the request. Requests to incur or transfer expenses greater than 90 days may not be reimbursable or transferable.

4. Per policy, if the expense to post / cost transfer request is made more than 90 days after the original posting date of the expense, describe what steps have been taken to assure that reimbursements/payments and transfer requests will be made timely in the future.

Certification – This should be the signature of the Principal Investigator/Project Director/Fiscal Authority assigned to the project the expense is being transferred to. The PI/PD/FA should review the request for completeness and accuracy. The PI/PD's responsibility is to ensure that the institution is in compliance with these regulations. The PI/PD is responsible for ensuring that cost transfers are:

- Made within 90 days in which the cost was originally recorded on the Financial Accounting System (Data Warehouse) but no later than 60 days after the project terminates, and
- Supported by a written explanation that describes in detail why the transfer is necessary.



COST JUSTIFICATION FORM

Office of Sponsored Projects

sponsoredprojects@csusm.edu

The purpose of this form is to provide additional explanation for expenses posting greater than 90 days and/or transferring expenses to a Sponsored Project (85xxx).

GENERAL INFORMATION

Requestor's Name: _____

Date: _____

REQUEST TYPE

Original Cost to Post > 90 days
Answer Questions 1, 3-4

Transfer Cost < 90 days
Answer Questions 1-2

Transfer Cost ≥ 90 days
Answer Questions 1-4

JUSTIFICATION

Please answer the questions below based on the Request Type (above). See the instructions on page 1 for guidance in completing this form. Attach additional pages and/or backup documentation as necessary.

1. Briefly describe the expense(s) requested to be reimbursed or transferred. How does the expense(s) specifically benefit the project now being charged?

2. For cost transfers, why did the expense(s) post incorrectly?

3. **If the request for the cost(s) to be reimbursed or transferred is greater than 90 days after the cost was incurred or DW post date for the cost(s),** explain why the cost did not post within 90 days of occurrence or why a transfer was not requested in a timely manner to accord with Corporation policy and Federal guidelines.

4. **If the request for the cost(s) to be reimbursed or transferred is greater than 90 days after the cost was incurred or DW post date for the cost(s),** explain what steps have been taken to assure that all future reimbursements or transfers will be requested within the 90 day time period?

CERTIFICATION

I certify that the above-mentioned costs are 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.

PI/PD or Fiscal Authority Printed Name

Signature

Date