

RESEARCH GRANTS AND CONTRACTS

Version Information: 24 August 2026, v2

SUPPLEMENTAL COST TRANSFER QUESTIONNAIRE FORM

*This supplemental questionnaire may be used as an optional tool to help develop responses to be entered directly into Compass. You may also attach the completed form to the cost transfer as supporting documentation, if needed as each response in Compass is limited in characters. While completion of this form is not required, it may be useful for preparing more detailed justifications.*

|       |             |     |             |
|-------|-------------|-----|-------------|
| From: | <div></div> | To: | <div></div> |
|       | <div></div> |     | <div></div> |
|       | <div></div> |     | <div></div> |

**NOTE:** Please provide all applicable details (i.e., award, project, activity)

1. **Why was the expense/labor cost originally distributed to the speedtype from which it is now being transferred?**  
*(Please explain the circumstances surrounding charging the incorrect account.)*

2. **Why should the expense/labor cost be transferred to the proposed speedtype?**  
*(Provide an explanation of how this expense directly benefits the receiving award, including allocation methodology if the expense is split across multiple sponsored awards.)*

3. **If this cost transfer is late, please explain why.**

4. **Please provide the corrective action plan to prevent reoccurrences of this cost transfer in the future.**  
*(Alternatively, describe measures being taken to ensure these errors are identified more timely.)*

Signatures (optional)

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_