

CREIGHTON UNIVERSITY
COST TRANSFER/SALARY
RECERTIFICATION REQUEST FORM

This form is used to correct salary distribution after a PAR (Personnel Activity Report) has been certified once and/or correct charges over 90 days old which have been posted to a Sponsored Program Account.

Please complete this form accurately and in its entirety and enclose all necessary supporting documentation.

WHICH TYPE OF COST TRANSFER IS REQUESTED?

Salary Recertification (Complete Section A)

Cost Transfer over 90 days (Complete Section B)

A. IF TRANSFER IS A RESULT OF A SALARY RECERTIFICATION

- Justification supporting the necessity of the transfer:

- A detailed explanation of what caused the error and how it was discovered. An explanation that states to “correct a clerical error” or “transfer to correct grant or contract” is not sufficient:

B. IF TRANSFER IS IN EXCESS OF 90 DAYS OF THE ORIGINAL TRANSACTION DATE

- Describe the extenuating circumstance for the delay in processing the adjustment:

- Identify the controls that will be implemented or what action has been taken to ensure the error does not occur again:

AUTHORIZATION OF TRANSFER. *Principal Investigator's signature is required. Two signatures are required if the funds have two different Principal Investigators.*

Principal Investigator Signature

Print name

Date

Principal Investigator Signature

Print name

Date

Administrator _____ **Date**
Dept. Chair _____ **Date**
AVP of Research _____ **Date**
Accounting Svcs _____ **Date**