

## Instructions

### Grant Expense Transfer Form (between funds)

<p><b>1</b> <span style="border: 1px solid black; padding: 2px;">From</span></p> <p>Fund: <input type="text"/> Org: <input type="text"/> Program: <input type="text"/></p> <p>Fund Banner Name: <input type="text"/></p> <p>PI/Financial Manager Name: <input type="text"/></p>	<p><b>2</b> <span style="border: 1px solid black; padding: 2px;">To</span></p> <p>Fund: <input type="text"/> Org: <input type="text"/> Program: <input type="text"/></p> <p>Fund Banner Name: <input type="text"/></p> <p>PI/Financial Manager Name: <input type="text"/></p>																										
<p><b>3</b> Account Number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="text-align: right;">Total</td></tr> </table>						Total	<p><b>4</b> \$ Amount</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="text-align: right;">Total</td></tr> </table>						Total	<p><b>5</b> Account Number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="text-align: right;">Total</td></tr> </table>						Total	<p><b>6</b> \$ Amount</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="text-align: right;">Total</td></tr> </table>						Total
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<p><b>7</b> Please answer "Yes" or "No" for questions 1-5. Answer questions 2-5 based on the terms of the grant and the scope of the research being conducted in the grant being transferred "To". If these questions cannot all be answered positively, an alternative FOAP will need to be found to transfer the expenses to. If a grant fund is not available to transfer the expenses to, a restricted fund should be considered, followed by the general fund as a last resort.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Is this fund over spent?</td> <td style="width: 50%;"><input type="text"/></td> </tr> <tr> <td>    if so, by how much \$</td> <td><input type="text"/></td> </tr> <tr> <td>2. Is the expense allowable in the "To" fund?</td> <td><input type="text"/></td> </tr> <tr> <td>3. Is the expense allocable to the "To" fund?</td> <td><input type="text"/></td> </tr> <tr> <td>4. Is the expense reasonable in the "To" fund?</td> <td><input type="text"/></td> </tr> <tr> <td>5. Is the expense necessary to the "To" fund?</td> <td><input type="text"/></td> </tr> </table>				1. Is this fund over spent?	<input type="text"/>	if so, by how much \$	<input type="text"/>	2. Is the expense allowable in the "To" fund?	<input type="text"/>	3. Is the expense allocable to the "To" fund?	<input type="text"/>	4. Is the expense reasonable in the "To" fund?	<input type="text"/>	5. Is the expense necessary to the "To" fund?	<input type="text"/>												
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<p><b>8</b> Reason for transfer:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>																											
<p><b>9</b> "From" PI/Financial Manager Signature: <input style="width: 80%;" type="text"/> Date: <input style="width: 20%;" type="text"/></p> <p>"To" PI/Financial Manager Signature: <input style="width: 80%;" type="text"/> Date: <input style="width: 20%;" type="text"/></p>																											

Send this completed document to [grantsacct@ysu.edu](mailto:grantsacct@ysu.edu) with supporting documentation for review and approval

Grants Accounting approval: <input style="width: 80%;" type="text"/>	Date: <input style="width: 20%;" type="text"/>
Grants Accounting posted by: <input style="width: 80%;" type="text"/>	Date: <input style="width: 20%;" type="text"/>
JE16 Document# J <input style="width: 80%;" type="text"/>	

1. Enter the Fund, Organization (Org), Program, Fund Banner Name, and Principal Investigator (PI)/Financial Manager's name for the grant that you are processing a transfer **From**. This information can be found on the Grant Profile Sheet in the "New Grant" email you received from Theresa Orwell regarding the initial setup of the grant.
2. Enter the Fund, Organization (Org), Program, Fund Banner Name, and Principal Investigator (PI)/Financial Manager's name for the grant that you are processing a transfer **To**.
3. Enter the account number and the account name that you are transferring expense **From**.
4. Enter the amount. If your transfer contains multiple accounts in the "From" or "To" column, please enter the amounts on the respective lines. (See example 2).
5. Enter the account number and the account name that you are transferring expense **To**.
6. Enter the amount. If your transfer contains multiple accounts in the "From" or "To" column, please enter the amounts on the respective lines. (See example 2).
7. Please answer the following list of questions. Your answers should be based on the terms of your grant and the scope of the research being conducted. If questions 2-5 cannot ALL be answered positively, an alternative FOAP will be needed to transfer the expense to. If a grant fund is not available to transfer the expense to, a restricted fund should be considered. If transferring an expense to a non-grant fund, questions 7:3 and 7:5 will be "No".
8. Please explain the reason for your transfer.
9. The PI/Financial manager for the "From" fund and the "To" fund must both sign and date.
10. Attach supporting documentation and send to Grants Accounting for their review, approval, and processing.

Contact Grants Accounting for any questions you may have regarding the above form/instructions.



# Example 2 - Multiple "From" & "To" Accounts

## Grant Expense Transfer Form (between funds)

Fund: 211123    Org: 141123    Program: 11    Fund: 241234    Org: 141123    Program: 11  
 Fund Banner Name: YSU Grant Transfer Example    Fund Banner Name: YSU Penguin Fund  
 PI/Financial Manager Name: G. Accounting    PI/Financial Manager Name: P. Penguin

From :			To :	
Account Number	Account Name	\$ Amount	Account Number	Account Name
701110	Instructional Supplies	\$500.00		
		\$250.00	701105	Office Supplies
		\$250.00	701110	Instructional Supplies
		Total		
		\$500.00		

1. Is this fund over spent?  Yes  No  
     if so, by how much \$ \$500.00
2. Is the expense allowable in the "To" fund?  Yes  No
3. Is the expense allocable to the "To" fund?  Yes  No
4. Is the expense reasonable in the "To" fund?  Yes  No
5. Is the expense necessary to the "To" fund?  Yes  No

Answer questions 2-5 based on the terms of the grant and the scope of the research being conducted in the grant being transferred "To". If these questions cannot all be answered positively, an alternative FOAP will need to be found to transfer the expenses to. If a grant fund is not available to transfer the expenses to, a restricted fund should be considered, followed by the general fund as a last resort.

Reason for transfer:  
Fund 211123 is overspent due to a purchase of instructional supplies. Please transfer the expense to fund 241234. See attached invoice and email correspondence.

From PI/Financial Manager Signature:     Date:

To PI/Financial Manager Signature:     Date:

*Send this completed document to [grantsacct@ysu.edu](mailto:grantsacct@ysu.edu) with supporting documentation for review and approval*

Grants Accounting approval:     Date:

Grants Accounting posted by:     Date:

JE16 Document #    J