

Georgia Institute of Technology
OVER 90 DAYS LATE EXPRESS DIRECT RETRO (EDR) TRANSMITTAL FORM

Dept/Org Number _____ Dept / Org Name _____
Employee Name _____ Employee ID # _____

Contact/Approval Information

Requested By: _____		Title: _____	
Date: _____	Phone: _____	Email: _____	
Approved By: _____	Date: _____		
Approved By: _____ (if Shared)	Date: _____		Dept ID _____
Approved By: _____ (if Shared)	Date: _____		Dept ID _____
Current FY		Prior FY	

JUSTIFICATION DETAIL

NOTE: For all changes made TO externally-funded sponsored projects**, you must choose a justification reason. If "Other" is selected, enter detailed explanation.

1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.
2. Correction of clerical error or data input identified by authorized unit financial personnel.
3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.
4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.
5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.
6. Other: Please specify:

JUSTIFICATION FOR LATE TRANSFER (Complete this section for requests over 90 days) **

Pay Period End Date	Date of Request:	Days Late:
(a) Explain why the expense was not originally charged to the correct project.		
(b) Explain how the expense benefits the scope of work on the "TO" project. What work did the employee perform?		
(c) Explain why the error was not identified and corrected timely (within 90 days of the Pay Period End date).		
(d) Explain what steps are in place to prevent the need for a late cost transfer going forward. Include people/groups involved and frequency		

Cost Transfer of Charges FROM:	From Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)		Prime Sponsor/ Agency
	Start Date	End Date	Cost Share Obligation	Balance	

Cost Transfer of Charges TO:	Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)		Prime Sponsor/ Agency
	Start Date	End Date	Cost Share Obligation	Balance	F&A Rate

PERSONAL SERVICES						
Pay End Date	Salaries	Fringe	Tuition	Subtotal	F&A	Total transfer

Revised 4/2022