

**The University of Alabama in Huntsville  
Contracts & Grants Accounting  
HEERF Cost Transfer Form**

DATE: \_\_\_\_\_

All cost transfers require supporting documentation of the expense being transferred. The signed form and documentation should be forwarded to Contracts and Grants Accounting at [CGA@UAH.EDU](mailto:CGA@UAH.EDU) for further approvals.

**SECTION 1 – Identification of Costs – (check applicable box)**

- |  |   |
|--|---|
| A. <input type="checkbox"/> Implement evidence based practices to monitor & suppress COVID | D. <input type="checkbox"/> Lost Revenue                                |
| B. <input type="checkbox"/> Conduct outreach to financial aid applicants                   | E. <input type="checkbox"/> Reimbursement for expenses already incurred |
| C. <input type="checkbox"/> Technology Cost associated with distance education             | F. <input type="checkbox"/> Other (enter description) _____             |

**SECTION 2 – Explanation – The explanation should address the questions below:**

1. How does this purchase prevent and mitigate the spread and transmission of COVID-19 at UAH?  
(answer if Box A, C, E, F is checked in Section 1)

2. How does the expense relate to outreach to financial aid applicants about the opportunity to receive financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances described in section 479A of the HEA. (only answer if B is checked in Section 1)

3. Are the expenses reasonable and necessary? If so, explain.

4. Explain the source of the lost revenue associated with the COVID-19 pandemic. Attach support that meets the lost revenue requirements.

See FAQ: <https://www2.ed.gov/about/offices/list/ope/heerflostrevenuefaqs.pdf>

5. Use this space for additional remarks

*NOTE: Generic or incomplete justifications will be returned to the preparer for additional explanation*

