

Cost Transfer Procedures

The following procedures should be followed for the transfer of expenses to a federally sponsored project.

1. Cost Transfers requiring only an explanation on the journal voucher form or funding change reallocation form regardless of timeframe (Cost Transfer Form not required):

- Cost transfers of aggregate expenses totaling less than \$200.
- Cost transfers between Mason funds under the same sponsored award with concurrent budget periods and no restrictions on carryforward between funds.

2. Cost Transfers requiring only an explanation on the journal voucher form or funding change reallocation form if made less than 120 calendar days after the original charge* (Cost Transfer Form not required)

3. Cost Transfer 120 days or more

If the cost transfer is processed 120 calendar days or more from the date of the original charge*, the following procedure will apply:

- PI or designee will prepare a journal voucher or funding change reallocation form. If the transfer is to a federally sponsored project, and does not meet the criteria outlined in section 1, he/she will answer the questions on the journal voucher or funding change reallocation form and complete a Cost Transfer Form.
- Cost Transfer form will be signed by the Senior College/Unit Official designated by each school and the OSP Associate Director, Proposal & Award Management (or Associate VP for Research Operations).
- Supporting documentation (emails, copies of award notices, reconciliations and other correspondence) should be submitted with the cost transfer request.

Cost Transfers 120 calendar days or more will be approved only in extenuating circumstances, which does not include administrative oversight, staff shortages, PI unavailable, etc. Examples of appropriate extenuating circumstances are:

- Award set-up delayed because of a late award notice or other reason out of the control of the PI. In these cases, appropriate charges may be transferred, but a Cost Transfer form is required and must be completed less than 60 calendar days after receipt of the award notice from OSP.
- Failure of another department to take corrective action. Submitting department needs to show documentation (emails or other written correspondence) indicating follow-up efforts requesting corrective action.

* The original charge date is the posting transaction date of an expense to the Banner financial system for non-salary charges and the pay period start date (effective date) for salary charges.