

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 in the comments field in Banner Self Service reallocation 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.
- Adding an activity code to reflect cost share with no change to funding.

2. Cost Transfers made less than 120 calendar days after the original charge* require only an explanation on the journal voucher form or comments field in Banner Self Service reallocation, Cost Transfer Form not required). Reallocations must be submitted for approval in Banner Self-Service 119 days or less from the pay period effective date.

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 initiate a reallocation in Banner Self Service. If the transfer is to a federally sponsored project, and does not meet the criteria outlined in section 1, the questions on the journal voucher must be answered and a completed Cost Transfer Form is required. For salary charges, a cost transfer transfer form will be submitted to OSP prior to submitting a reallocation in Banner Self Service for transfers of 120 days or more from the pay period effective date. Approval is required before submitting the reallocation.
- Cost Transfer form will be signed by the Senior College/Unit Official designated by each school and the OSP Director, Post Award (or Associate VP of Research Services).
- 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 do 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 within 60 calendar days or less after receipt of the award notice from OSP.**
- Failure of another department to take corrective action (i.e. correction required by a central office or department in another college). 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.