

Overview

The University of Texas at San Antonio recognizes that cost transfers are sometimes necessary to correct bookkeeping or clerical errors. Cost transfers may also be used to allocate allowable costs that support more than one project, to transfer allowable pre-award costs or to reallocate allowable costs originally charged to a central administrative account. In order to comply with federal and non-federal allowability and allocability requirements, it is necessary to justify and document all cost transfers or corrections to any externally sponsored project.

All PI/PD's should examine Statements of Account monthly and review their online effort cards on a periodic basis to determine if all charges have been applied correctly. If it is necessary to process a cost transfer that involves a sponsored project, a request for a cost transfer should be initiated promptly, within 90 days of the original transaction date, and contain sufficient documentation and justification to support the cost transfer. No cost transfers are permitted after the date of closeout of a sponsored project unless it benefits the sponsor (i.e. a transaction is moved off of a sponsored account).

Procedure for Non-Payroll Cost Transfers

Requests for non-payroll cost transfers should be made using the Cost Transfer/Voucher Correction Request Form and must contain a complete justification for making the cost transfer. As general guidance, acceptable justifications should be able to address the following:

- Why the expense was originally charged to account from which it is now being transferred.
- Why the charge needs to be transferred to the proposed receiving project. Example:
- Why the charge is allowable and allocable based on the terms and the conditions of the receiving award.

For cost transfers requested more than 90 days after the original transaction date, the justification must also include the following items:

- Why the cost is being transferred more than 90 days after the original transaction date?
- What corrective action has been taken to eliminate the need for cost transfers of this type in the future?
- A copy of the funding agency approval, if required.

All cost transfers involving sponsored projects must be submitted to the Office of Sponsored Programs for administrative review.

Procedure for Payroll Cost Transfers

Cost transfers for payroll affect the University's time and effort reporting process. The Office of Sponsored Projects must review all requests for retroactive changes to payroll costs.

If the request for the transfer payroll costs occurs within the current fiscal year, the first action required is to amend the appointment. Justification must be submitted to the Office of Sponsored Programs addressing the following:

- Why the expense was originally charged to account from which it is now being transferred.
- Why the charge needs to be transferred to the proposed receiving project.
- Why the charge is allowable and allocable based on the terms and the conditions of the receiving award.
- How the proposed payroll cost transfer impacts the awarded effort commitments (necessary to determine if sponsor notification is required.)

Keep in mind that no salary cost transfers are permitted after PIs/PDs have completed and certified their effort statements (using ECRT online effort cards) unless it benefits the sponsor (i.e., a transaction is moved off of a sponsored account).

Requests for Payroll Cost Transfers that Cross Fiscal Years

Requests for payroll cost transfers occurring after the end of a fiscal year must be submitted using the Cost Transfer/Voucher Correction Request Form and must contain a complete justification for making the cost transfer as stated above. If the payroll cost transfer is done after a PI/PD has certified his/her effort statement or the statement for his/her key personnel, the Office of Sponsored Programs will open the PI/PD's effort statement for recertification. The department must retain supporting documentation including a PI/PD certified statement listing specific dates worked during the period for the salary cost being transferred.