Cost Transfers
Key Points:
• Lists time limits and documentation requirements for cost transfers on sponsored projects
• Cost transfers should only be made to correct errors
• To correct errors is not sufficient justification.
Excessive cost transfers suggest weaknesses in accounting procedures.

- Why aren’t we able to put the original charge on the correct account or cost object to begin with?
Documentation in IRIS

• The details of the cost transfer must include:

  – Original document number and posting date;
  – Justification of the appropriateness of the charge or credit; and
  – A full explanation of why the transfer is necessary.
  Note: “To correct error” is not sufficient.

• The funding agency expects the official documentation for a cost transfer to include complete explanation of the reason the transfer is being made.

http://grants.nih.gov/grants/policy/policy.htm
Cost Transfer Process

1-90 days
Original doc # & date/brief explanation on text of reason for transfer entry in IRIS (this is basic info required on all cost transfer entries)

91-120 days
Complete CTEF – attach to transfer entry in IRIS (include basic info on the cost transfer entry)

Over 120 days
Complete CTEF – send to SPA for review and signature of CBO (include basic info on the cost transfer entry)

Note:
- If the award has ended, transfer must be made within 60 days
Concerns noted!

• Missing Doc. #’s
• Doc. numbers given aren’t orig. doc#’s
• To correct an error in text.
• Cost transferred without a Cost Transfer form and/or appropriate approval!
Discussion Time?

- What issues are you seeing in your departments regarding Cost Transfers?

- Do we need to discuss the Documentation required?

- What about the timeframes?