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.
   - 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 funding change reallocation form (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 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 less than 60 calendar days 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.