**USM OFFICE COST TRANSFER PROCEDURES**

# Responsibilities

# A. PI/Project Managers are responsible for:

1. Reviewing the charges on their awards in order to ensure timely and accurate posting of expenditures.

2. Communicating with the grant accountant in order to facilitate the appropriate recording of original costs.

3. Signing all cost transfers greater than one year that affect their projects.

4. Approving Non-Sub-partner invoices for payment.

5. Appropriately requesting and documenting cost transfers.

B. Financial affairs is responsible for:

1. Reviewing and approving non-payroll cost transfers.

2. Reviewing and processing payroll cost transfers using KFS.

3. Reviewing and facilitating the certification of effort reports.

# Procedures

A. All cost transfers must contain an explanation as to why the cost transfer is necessary. This may be done within the Journal entry.

B. All cost transfers affecting sponsored chart strings that are occurring more than one year from the original charge being corrected must also contain an explanation as to why the error was not discovered and corrected within the required timeframe.

C. Non-payroll cost transfers are posted by journal entry. Journal entries may be initiated by the Grant accountant.

D. Payroll cost transfers performed within one year of the original transaction are performed by Journal entry. Payroll cost transfers performed one year after the original transaction must also contain an explanation as to why the payroll transfer was not processed within the required timeframe.

E. Payroll cost transfers charging a sponsored chart string that cause payroll distribution to differ from a previously certified and closed effort report are highly discouraged. They must be appropriately documented as described above but must also have the effort report recertified. This documentation must describe in detail the need for revisions of the original certification and be signed by the PI or PM on the award being charged. The effort report will be automatically reopened and must be recertified by the same individual who certified the original effort report.