



Cost and Payroll Transfers on Sponsored Projects # 2350.010

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 29, 2021	Office of Research and Economic Development/ Post-Award

POLICY STATEMENT

A cost transfer is permitted to correct an expenditure improperly charged to a sponsored project ID when all of the following exists:

- the cost transfer occurs in a timely manner (i.e., promptly after the error is discovered);
- the costs to be transferred are allowable under the sponsor guidelines, FIU policies and law and regulations; and
- an appropriate and adequate explanation of how the error occurred.

Costs may be transferred for the following reasons:

- to correct clerical or accounting errors, such as transposition of numbers;
- to amend charges posted to wrong project id's by service center providers; or
- to resolve any misunderstanding of instructions by the PI.

Transfer of costs for any of the following reasons is prohibited:

- to meet deficiencies caused by overruns or other fund considerations;
- to avoid restrictions imposed by law or by the sponsored agreement; or
- for other reasons of convenience.

Cost transfers should be accomplished within 90 days of when the error is discovered, but every effort should be made to effectuate the transfer promptly after the original charge first appears on the project ID ledger unless close-out requirements necessitate a shorter period of time.

SCOPE

N/A



DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

RELATED RESOURCES

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”) ORED Effort Reporting and Certification policy.

CONTACTS

Office of Research and Economic Development
Florida International University
11200 S.W. Eighth Street – MARC 430
Miami, Florida 33199
Telephone: (305) 348-2494

HISTORY

Initial Effective Date: February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION
Review Dates (*review performed, no updates*): January 18, 2024
Revision Dates (*updates made to document*): March 14, 2007, September 10, 2007, October 13, 2010, April 10, 2017; March 29, 2021.



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PROCEDURE STATEMENT

All sponsored project purchases should be charged to the correct project id. However, errors may sometimes occur where charges are incorrectly applied to a project id and those charges must be corrected. Requests for cost transfers are initiated by the PI and approved for processing or processed by Post-Award, as applicable. It is the responsibility of the PI to make sure transfers are made promptly after the error is discovered. Any transfer sought to be made after 90 days from the original charge may be subject to a higher degree of scrutiny; however, the University has an obligation to correct the error regardless of when the error is discovered. For audit purposes, cost transfers must be completed in a timely manner and an adequate explanation for all re-budgeting and cost transfer actions must be on file in the department.

The foremost responsibility for transfers of costs is with the PI who must certify that the costs being transferred are applicable to the sponsored project. The PI's signature is required on all cost transfers. In order to meet federal and agency guidelines, all cost transfers to contracts and grants must be timely, appropriate, consistently treated throughout the university and adequately documented. Projects that appear to have an excessive amount of cost transfers will be subject to close monitoring by Post-Award to ensure that adequate mechanisms are in place for properly charging project costs.

The PI should monitor the ledgers for his/her sponsored project(s) at least on a monthly basis to ensure the proper posting of expenditures and the timely discovery of any errors. Additionally, the PI is responsible for ensuring that proper procedures are implemented and followed by his/her project staff in the administration of the budget for the sponsored project to ensure that purchases and payroll transactions are charged to the correct Project ID. All forms required by this policy must be completed in detail sufficient for Post-Award to determine if the cost or payroll transfer is permissible.

1. Procedures for Payroll Transfers

All Payroll Transfer Requests Forms must be forwarded by the PI to Post-Award with the following:



- a copy of the Payroll Detail Report, which can be obtained from PantherSoft Financials.

Certifications of time and effort must correspond with payroll transfers.

2. Procedures for Non-Payroll Transfers

To transfer non-payroll charges, the PI must complete the Transfer of Non-Payroll Charges Form and forward the same to Post-Award. The PI should include a copy of the transaction detail where the item appears that the PI seeks to transfer.