



Cost Transfer Request Form

Grants & Contracts Accounting



WE ARE THE UNCOMMON.

Agenda

- Updates to the Form
- Guidance on Cost Transfer Language
- Resources
- Questions

Updates

- Now has a return for edit feature.
- Now has a Certifying Statement
- Wording has been updated to comply with needed information.

Updated Language

Provide a thorough explanation for the charges being moved to/from the grant including, but not limited to,

- 1) when the error was discovered and how it occurred,
- 2) why it is appropriate to move the charges to the index (direct benefit),
- 3) why it took 90+ days to process the cost transfers, and
- 4) what measures were taken to prevent recurrence of this issue

Please include index numbers and Grant IDs in the explanation. Grant/Project titles are not sufficient.

Cost Principles

- Allowable:
 - Permitted according to the terms and conditions of the specific award, policies, and federal regulations.
- Allocable:
 - Permitted when the cost provides a sole benefit to the project or benefits the project and other work proportions that can be readily estimated
- Reasonable:
 - Cost is necessary for the performance of the project
- Consistent:
 - Cost is consistent with establish policies and practices

Cost Transfers

Example of Unacceptable Justifications:

- User Error/ To Correct an Error
- To Transfer to Correct Project
- Mis-keyed
- Accidental change in effort
- My manager did it.
- Per SoandSo: Proceeding explanation
- See email

Examples of Labor Justifications

- Jennifer Jones V00XXXXXX was incorrectly sourced to Dr. SoandSo's K12 grant 5XX0XXXFF in the Center of Health Disparities (index 5XXXXX) for pay period 15 of FY23. Jennifer was a lab tech for Dr. SoandSo working on his R01 in Physiology (index 5XXXXX). This salary was charged to the grant by the controller's office by way of JV's because index 5XXXXX was terminated and it appeared at the time Jennifer should have been sourced there.
- Retroactive adjustment of labor for Elise Smith from project TAHOE Grant ID 5XX0XXXSF Index 5XXXXX to align with actual effort spent on Dr. SoandSo's Lyme Disease Grant 5XX0XXXFD Index 5XXXXX. Elise Smith's effort is an essential part of the project because "insert reason."

Examples of Labor Justifications (continued)

- The administrator was informed of PI's effort distribution change after the deadline for payroll appointments for the January payroll. The faculty member has been requested to communicate changes in effort in a timelier manner in the future in order to avoid such circumstances. We are requesting effort for Dr. SoandSo VXXXXXXXXX be moved from Index 5XXXXXX, to the appropriate Index, 5XXXXXX where effort was actually incurred.
- Transfer 50% of Jane Doe's VXXXXXXXXX, (the lab technician) salary to Dr. Smith's NSF project Index 5XXXXXX. This individual performed experiments with mice and split his time equally between Dr. Smith's NIH project 5XXXXXX and his NSF project. We have talked with the lab technician and Dr. Smith to ensure that more information about the projects is shared in the future, which will better ensure that no such errors will occur in the future.

Examples of Labor Justifications (additional)

- The start date of the grant was June 1, 2023. However, the Grant ID 5XX0XXXFF was not established in Banner until September 15, 2023, when it was awarded. The PI needed to begin work on the project in June, thus the payroll for Reta Skeeter VXXXXXXXXX was charged to the department Index 1XXXXX until the Index 5XXXXX was established. In the future, we will request an Advance Index Request for such charges.

Examples of Non-Labor Justifications

- The supplies being transferred for Index 5XXXXX were purchased using a procurement card (p-card). The administrative assistant did not review the p-card transactions by the deadline, causing the transactions to be expensed to the department Index 1XXXXX. As such the PI did not notice them missing until it was brought up in a meeting several months later. Going forward, the administrative assistant will review all p-card purchases and assign the correct Index number, if applicable, to be charged prior to the deadline. The Supplies are for test tubes, purchased from Labcorp Express, which are vital for testing of biological materials that aid in this sponsored projects research.

Examples of Non-Labor Justifications (continued)

- The lab supplies to be transferred are used on related project 5XXXXX. The supplies should be shared equally on both projects; thus 50% of the cost of these items is being transferred to Index 5XXXXX. The Supplies were initially charged to POXXXXXX and are necessary to the project because (insert reason). When the purchase was originally made the administrator placed it on Index 5XXXXX and project 5XXXXX was not yet awarded. We had already received the ordered supplies by the time the second project was awarded so we could not do a change order in RealSource.

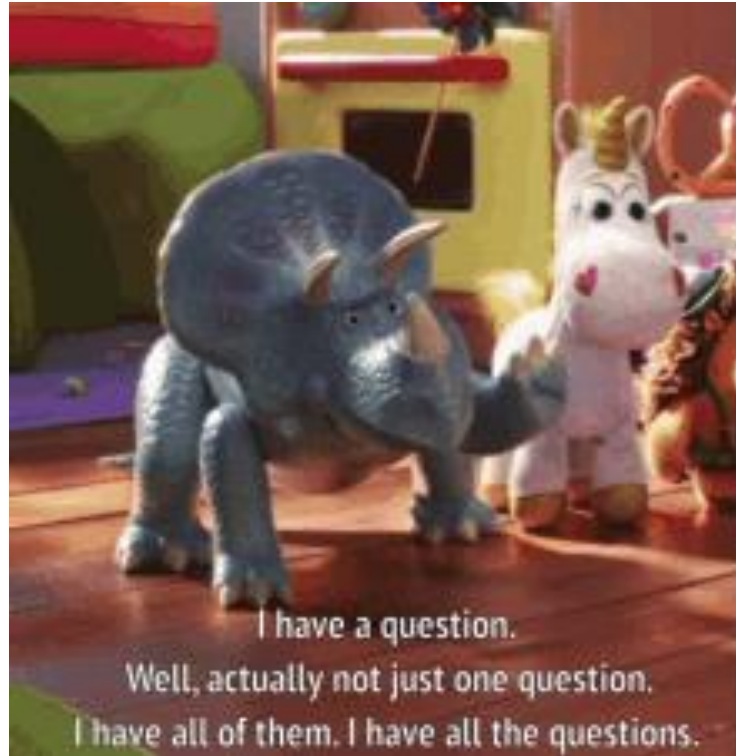
Examples of Non-Labor Justifications (additional)

- The research assistant in the lab who ordered the supplies used Index 5XXXXX which is a terminated project. He has been instructed to use the new Index 5XXXXX. In the future, all supply orders will be reviewed and approved by an appropriate department administrator prior to submission of the order so that errors can be prevented. The supplies are needed because (give reason). It was not discovered within 90 day because (give reason).

Resources

- NCURA Youtube Tuesday: <https://www.youtube.com/watch?v=3d9RHHVvcRzg>
- Cost Transfer Form: <https://controller.vcu.edu/grants/forms/>
- Video- How to Submit a Labor Costs Tansfer Request:
https://vcu.mediaspace.kaltura.com/media/How%20to%20Submit%20a%20Labor%20Cost%20Transfer%20Request/1_vdv34kl
- Cost Transfers Procedures: <https://controller.vcu.edu/grants/post-award-guidelines/cost-transfers/>
- Policies: <https://controller.vcu.edu/grants/policies/>

Questions?



Cost Transfer Contacts

Please feel free to reach out to us with any questions or concerns using the information below.

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