

<i>Topic</i> <b>Sponsored Award Administration Management</b>	<i>Category:</i> <b>Cost Transfers</b>	<i>Policy No:</i> <b>5.90.02</b>	<i>Effective Date:</i> <b>12/26/2014</b>	<i>Page No:</i> <b>1 of 1</b>
--	---	-------------------------------------	---	----------------------------------

**Purpose:** To provide guidance on the appropriate criteria that must be satisfied for cost transfers on sponsored awards.

**Policy:**

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that cost transfers on sponsored awards must be in compliance with the following criteria:
  - The cost being transferred must directly benefit the award/grant being charged.
  - Costs must be expenditures that occurred within the award period, not subsequent expenses incurred after the project end date.
  - The transfer must be supported by documentation that contains an explanation of how the error occurred.
  - An explanation that merely states that the transfer was made "to correct error" or "to transfer to correct project" is not sufficient.
  - The documentation for cost transfers must be retained for the period stipulated in the record retention schedule and be made available for verification during the course of an audit or other review.
  - Requests to transfer costs that are dated over 90 days from when the initial expense was incurred are generally unallowable.
2. Explanations which merely state, "oversight" are not adequate.
3. Approval may be considered if justified by extraordinary circumstances. Any costs allocable to activities sponsored by industry or foreign governments may not be shifted to federally sponsored projects unless the federally sponsored award directly benefits from the cost being charged. Transfers of costs to or from awards/grants that represent corrections must be made promptly after the errors are discovered.