

Cost Transfer (Journal), Salary Adjustment and LCT Timing Expectations

University and Sponsor/Agency policies require prompt transfers of both salary and non-salary costs to sponsored project accounts. It is imperative that every effort should be made to ensure that salary and non-salary costs are charged to the correct account(s) when they are first incurred. Expense statements should be reconciled and thoroughly reviewed by the department administrator & PI on a monthly basis to confirm that activities charged to sponsored projects are reasonable, consistently treated, allocable, and allowable in accordance with applicable University, Sponsor and Federal regulations, the Uniform Guidance, 2 CFR 200.

Cost transfers should be prepared by the department and submitted in PeopleSoft Financials (Cost Transfers/J(s) .092 r(T)Tj 0 Tw 140