

# Cost Transfers

## University of Alaska Fairbanks - Cost Transfer Policy

### Policy Statement:

Proper management of sponsored awards is essential to meet the fiduciary responsibilities of the University. The Federal government continues to place special emphasis on cost transfers when auditing Federal awards. Audit reports have cited instances where costs are transferred from other projects many months after the original charges were recorded.

records. The Office of Grants and Contracts Administration may request copies of additional

Great care must be exercised to ensure cost transfers are justified in a clear, complete and convincing manner. When transfers are inadequately documented, or are made for inappropriate

- To transfer salary or a portion of salary charges to the account for which the work was actually performed
- To correct salary distribution
- Redistribution of general departmental effort

### 3. Signing Authority

All cost transfers must have the required signatures:

1. Preparer
2. Fiscal Officer
3. P.I. - note exceptions
4. Appropriate OGCA authority

A PI's signature is not required on Recharge center and tuition IV's

Same Fund &  
Same Org,  
Changing  
Account  
codes

Same Fund,  
To  
Different  
org

Same Grant  
Fund to Fund

Unrestricted to  
Restricted or  
Restricted to  
Unrestricted

Grant  
To  
Grant

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