LMA Joint Research Open Forum

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Cost Transfers
FY 15 Review
Changes to Policy

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Summary of Audit Findings for FY 15 Review

Issues can be grouped into 4 categories:
1. Faculty salary journals not completed within 90 days of original charges
2. Staff salary journals posted after the effort certified in the ecrt system
3. Tuition & stipends journals without CTs - incorrectly applied CT Policy exemption
4. Other issues
Recommendations – Accepted by SALC

• Revise CT Policy to clarify:
  – Faculty salary CT requirements
  – Tuition & stipend movement (90 days no CT required)
• Reformat CT policy to have 2 sections
  – Salaries entries
  – All other entries
• Write off categories 2 & 4
Changes to the CT Policy

- No significant policy changes
- Clarifications
  - Faculty Salaries
  - Tuition Remission
  - Other minor revisions
- Reformatted
- Supplemental information to be updated
  - Flowchart
  - FAQs
  - CT Approver checklist
Categories in the Revised Policy

1. Salary, fringe, and tuition remission journals exempt from the CT policy
2. Non-salary journals exempt from the CT policy
3. Require a CT form and are considered CTs when completed within 90 days
4. Require a CT form and are considered CTs and are greater than 90 days
Categories in the Revised Policy

1. Salary, fringe, and tuition remission journals exempt from the CT policy
   – Journals that never require a cost transfer form
   – Journals that do not require a cost transfer form if completed within a specified time period
     • Staff salaries – until certified OR till the due date
     • Faculty salaries – 90 days
     • Tuition remission – associate with the salary
Categories in the Revised Policy

2. Non-salary journals exempt from the CT policy
   – Journals that never require a cost transfer form
   – Journals that do not require a cost transfer form if completed within 90 days
### Categories in the Revised Policy

<table>
<thead>
<tr>
<th>Journals that do not require a CT form if completed within 90 days - NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal to allocate tuition and stipend payments <em>originally</em> charged on a departmental account and moved to a federal training grant or fellowship award. Note that this exemption does not apply to subsequent reallocation of tuition and stipend payments; therefore, subsequent reallocations would require cost transfer approval. This exemption does not apply to tuition remission.</td>
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</tbody>
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Categories in the Revised Policy

3. Require a CT form and are considered CTs when completed within 90 days

Little change to this section
Categories in the Revised Policy

4. Require a CT form and are considered CTs and are greater than 90 days

NEW Exemption

Journal for salary adjustments between the main accounts and/or part of accounts within the same account group/reporting period, if processed:

– after effort has been certified in the effort reporting system (ecrt); or
– after the certification due date.