

## Procedure for VPR Approval on Cost Transfer Requests

The Office of the Vice President for Research needs to approve all PAYROLL cost transfers that meet the following criteria, regardless if the cost transfer requires GCA approval:

- the PAYROLL cost transfer involves charges TO a Fund 20 project and is 90 days or more from the original journal date, regardless of department;
- the PAYROLL cost transfer involves charges FROM a Fund 20 project to a non-Fund 20 project AND is 90 days or more from the original journal date AND involves a Division of Research department.

If the cost transfer request needs to be approved by both GCA and VPR, please submit to: [gcaapprovals@clemsom.edu](mailto:gcaapprovals@clemsom.edu) .

If the cost transfer request does not need to be approved by GCA, but does require VPR approval, the cost transfer request may be submitted directly to Tony Dickerson ([tonyd@clemsom.edu](mailto:tonyd@clemsom.edu)), or [gcaapprovals@clemsom.edu](mailto:gcaapprovals@clemsom.edu). Either are fine.