

Procedure for Vice President for Research Approval on Cost Transfer Requests

The Office of the Vice President for Research (VPR), or his designee, shall approve all personnel cost transfer requests (CTR) that meet the following criteria, regardless if the CTR requires Grants and Contracts Administration (GCA) approval, or not:

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

Additionally, the VPR, or his designee, shall approve personnel and non-personnel GCA cost transfer requests that include scenarios that are considered higher risk to the University and would need to be escalated for further approvals, such as:

- transferring costs TO a sponsored Fund 20 project that are 45 days past the award end date;
- transferring costs TO a sponsored Fund 20 project where the sponsored compensation verification report has been approved;
- transferring costs FROM a sponsored Fund 20 project TO another sponsored Fund 20 project when a RISK project was not requested (with the exception where a modification was anticipated and a new award is presented instead);
- CTR involves a fixed price transfer (FPT)/Residual Balance > 10% that has already been presented to the VPR.

ALL CTRs must be submitted to: gcaapprovals@clemsun.edu . If VPR or his designee approval is required, GCA will forward to the VPR office.