



Policy Brief

Last Revised: 10/24/2024

2.125 Cost Transfers and Payroll Reallocations

Administering Department: Office of Research Administration/Research Grants & Contracts

Scope:

Summary

This policy is intended to establish principles for cost transfers in accordance with 2 CFR 200, Federal and State regulations, and other agency-specific requirements.

Applicability

This policy applies to all Principal Investigators (PIs) and Research Administrators responsible for the administration of sponsored programs at Emory University.

How to Comply with the Policy

Emory University's policy is that all costs, including payroll, are charged to the appropriate sponsored project when first incurred. When expenditures need to be transferred to or from a sponsored project after the initial expenditure, the request to transfer should be timely and in accordance with the provisions of this policy, generally accepted accounting principles, and the Cost Principles Policy. All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated. If an individual agreement or sponsor has more restrictive requirements than this policy, the more restrictive practice must be followed.

***All cost transfers must meet the following criteria:**

- **Allowability** – The transfer must be a proper and allowable charge to the receiving account.
- **Documentation** – The transfer must be supported by appropriate documentation, a clear explanation of why the transfer is required, and why the receiving award is appropriate to charge.
- **Timing** – The transfer document must be submitted as soon as possible after the adjustment is deemed necessary. (Non-salary cost transfers: within 90 days following the date of initial charge; Adjustments of salary: within 90 days of the end of the effort period)
- **Approvals** – A cost transfer may be accomplished using journal mover, or RST adjustment processed through the Compass System, depending upon the type of cost being transferred.
- **Final Processing** – The Administrator and Principal Investigator who are requesting the cost transfer must ensure that any cost transfers exceeding the time limit noted above are routed to obtain the required approvals.

***Full details for each criterion are outlined in the full policy.**



Noncompliance with the Policy

Non-compliance with this policy could result in expenditures being deemed unallowable. Additionally, inadequate documentation and late submissions will require amendment and additional approvals by Research Grants & Contracts respectively and may result in the delay of final processing of the cost transfers or payroll reallocation.