University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial Oracle Financials Cloud Award/Project.

You are receiving this notice because our records indicate that you are named the PI or Project Manager on an award/project with the PI's wet signature.

This notice is to notify you that a cost transfer was certified and approved by the PI, department head (Chair), or another academic official. For transfers involving federal funds, any cost transfer that is not electronically maintained by the department in accordance with local campus requirements. The transfer must be supported by documentation that fully explains, justifies, and approved by the unit administrator(s). For transfers involving federal funds and criteria for making expenditure adjustments. Section 3.B.4 of this policy states that the unit administrator(s) must make it available for audit or other review (see

Transfers of costs from one project to another or from one competitive segment are made "to correct error" or "to transfer to correct project" is not sufficient. An explanation merely stating that the transfer was certified and approved by the PI, department head, or other academic official is not sufficient. Expenditure inadvertently charged to incorrect account/fund is not sufficient. The transfers must be supported by documentation that fully explains, justifies, and approved by the unit administrator(s). For transfers involving federal funds, PI's and Project Managers must be informed of financial activity, including cost transfers, on their awards/projects. As part of an enhancement to the report, we are exploring notification schedule options, such as weekly, monthly, or quarterly. Frequent errors in recording costs may indicate the need for accounting system improvements, enhanced internal controls, or both. If such errors occur, Recipients are encouraged to evaluate the need for improvements and to make improvements, enhanced internal controls, or both. If such errors occur, Recipients must maintain documentation of cost transfers, pursuant to 45 CFR 75.364, and must make it available for audit or other review (see

Q: What policy requires that I receive notification?
A: The most specific guidance from the federal government on cost transfers appears in the NIH Grants Policy Manual under section 7.5 (Cost Transfers), which states: Cost transfers to NIH grants by recipients, consortium participants, or contractors under grants that represent corrections of clerical or bookkeeping errors should be accomplished within 90 days of when the error was discovered. The transfers must be supported by documentation that fully explains, justifies, and approved by the unit administrator(s). For transfers involving federal funds, PI's and Project Managers must be informed of financial activity, including cost transfers, on their awards/projects.

Q: Can the notifications be routed to Fund Managers?
A: Yes, Fund Managers will be included in the same email notification.

Q: Where can I go to pull a report to monitor cost transfer activity on my awards/projects?
A: Fund Managers will be included in the same email notification.

Q: How can I turn off daily notifications?
A: Visit BI & Financial Reporting Cost Transfer Panorama to review the available watchlist.

Q: Who may I contact with questions?
A: Visit the Transfer Panorama to request Oracle roles for report access, read

Contact us

Have questions about this edition? The best way to contact us is via Services & Support.

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