Q: Will receive daily notifications? A: Yes. PI’s and Project Managers will receive a notification when a cost transfer has been completed or their award has expired before the 10 pm job runs. It is possible that PI/PM will receive an email notification for an extended period of time.

Q: Can I request to turn off daily notifications? A: No. In the email notification, you are asked to evaluate the need for improvements and to make whatever improvements are deemed necessary to prevent recurrences. Frequent errors in recording costs may indicate the need for accounting system changes, increased training for staff involved in the transaction, or in collaboration with AMAS, we are exploring notification schedule options, such as weekly, monthly, or quarterly.

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

Q: How can I get a list of all previous transactions as an email attachment? A: See the list of previous transactions in the Oracle and Concur Standard Cost Transfer Panorama.

Q: Which policy requires that we receive notification? A: This specific guidance came from the federal government as cost transfers appear in the NIH Grants Policy Manual under section 7.5 (Cost Transfers and Awards) and in the Uniform Administrative Requirements, which states: "Expenditure inadvertently charged to incorrect account/fund" is not sufficient). The recipient should have systems in place to detect errors within a reasonable time frame; untimely discovery of errors could be an indication of poor internal controls. Recipients must maintain documentation of cost transfers, pursuant to 44 CFR 75.364, and must make it available for audit or other review (see A-110, section 3 (Expenditure Adjustments) sets forth limitations)

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Q: What is the purpose of the notification? A: The purpose is to prevent errors from occurring in the first place. The notification should include the fund to which the transfer was certified and approved by the PI, department head (Chair), or other academic delegate with knowledge of the transactions. For this purpose, documentary evidence could include any offline documentation other academic delegates with knowledge of the transactions. For this purpose, documentary evidence could include any offline documentation.

Q: How should I respond to the notification? A: It is not to be considered a final approval of the transfer. The recipient should maintain systems in place to detect errors within a reasonable time frame; untimely discovery of errors could be an indication of poor internal controls. Recipients must maintain documentation of cost transfers, pursuant to 44 CFR 75.364, and must make it available for audit or other review (see A-110, section 3 (Expenditure Adjustments) sets forth limitations)

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