To comply with UC policy requirements for cost transfers involving federal funds, PIs and Project Managers must investigate all financial activity, including cost transfers, on their awards/projects.

To meet policy requirements as referenced below, starting on the evening of February 18, 2021, PIs and Project Managers with Oracle Financials Cloud (OFC) cost transfers processed between December 10 – February 19 will receive a cost transfer notification email.

This email was sent to .

February 18th, 2021

Please see the following text for more information:

---

Q: Who may I contact with questions?
A: PIs and Project Managers will only receive a notification when a cost transfer has been completed on their award/project before the 10 pm job runs. It is possible that PIs/PMs will receive an email notification for an extended period of time.

Q: Can I request to turn off daily notifications?
A: It is not an option to turn off daily notifications. You will receive notifications for all of your cost transfers on your award.

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 pull report to monitor cost transfer activity as my own employee?
A: Visit reports.ucsd.edu/Budget & Finance > UCB-UCSD HSR Cost Transfer Transaction Database to pull reports on cost transfers.

---

Recipient Reminder:

Cost transfers to NIH grants by investigators, consortium participants, or contractors are subject to review. To investigate and correct errors, auditors should be notified within 60 days of the error discovery. The cost transfer must be supported by documentary evidence that explains how the error occurred and a certification of the correctness of the new charges must be signed by a responsible organizational official. For transfers involving federal funds, any cost transfer that is not electronically processed or using online systems, the certification and approval must bear the original wet signature of the PI, department head (Chair), or other academic official. If the transfer was certified and approved by the PI, department head (Chair), or other academic official, the transfer must be supported by other documentary evidence that explains how the error occurred and a certification of the correctness of the new charges must be signed by a responsible organizational official of the recipient, consortium participant, or contractor. An explanation merely stating that the transfer was certified and approved does not constitute sufficient support. Transfers that appear to be a part of a larger authorization that is not electronically processed or using online systems, the certification and approval must bear the original wet signature of the PI, department head (Chair), or other academic official. If the transfer was certified and approved by the PI, department head (Chair), or other academic official, the transfer must be supported by other documentary evidence that explains how the error occurred and a certification of the correctness of the new charges must be signed by a responsible organizational official of the recipient, consortium participant, or contractor. An explanation merely stating that the transfer was certified and approved does not constitute sufficient support.

---

Q: What is the most specific guidance on cost transfers?
A: The most specific guidance from the federal government on cost transfers appears in the NIH Grants Policy Manual under section 7.5 (Expenditure Adjustments) sets forth limitations for making expenditure adjustments. Section 3.B.4 of this policy states that cost transfers:

- To correct an error, transfer to correct project, or to correct the investigation of the expenditure inadvertently charged to incorrect account/fund (an explanation which merely states that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient).

---

Q: Which 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 (Expenditure Adjustments) sets forth limitations for making expenditure adjustments. Section 3.B.4 of this policy states that cost transfers:

- To correct an error, transfer to correct project, or to correct the investigation of the expenditure inadvertently charged to incorrect account/fund (an explanation which merely states that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient).

---

Contact Us

Have questions about this edition? The best way to contact our team is via our Service & Support form.

---

We extend our sincere appreciation and gratitude to the many faculty and staff working with us in meeting UC policy requirements and enhancing the cost transfer process, reports, and notifications.