

## Cost Transfers: What SPS Looks For & Why

What?	Specific Considerations	Why?
Budget:	Account not over spent or up-to-date backstop	Cannot exceed current award amount without backstop
Dates:	Expense incurred within sponsored approved award dates	University and sponsor policies
Explanation:	<p>Why transfer is needed – e.g., why on incorrect account? Examples:</p> <ul style="list-style-type: none"> <li>• “New account just setup”</li> <li>• “Backstop extended”</li> <li>• “Duties changed after funding submitted”</li> <li>• “Pcard auto-approved”</li> </ul>	Required for all University transactions per Financial Services Office, required for sponsor reviews or audits
Accounts Involved:	Sponsored to Sponsored: (sub)Federal to (sub)federal	Audit red flag between sponsored accounts
Amount being moved:	<p>~ Whole expense or partial? ~ Removing deficit? ~ Spend out account?</p>	<p>~ Expense must reflect effort on or benefit to project. ~ Reason for transfer cannot be to remove deficit from one sponsored account to another or spend out an account. ~ Partial expense transfer may require explanation of cost allocation basis.</p>
Allowability:	<p>~ Per University, Sponsor, Federal policy ~ Included in approved budget, sponsor approval or adequate justification for internal approval</p>	University and sponsor policies
Documentation:	Original document reference numbers	To meet proper accounting standards
Error Certification:	<p>~ Required for non-timely transfers (&gt;30 days) ~ Answer each question individually ~ Clear to individual not associated with project ~ Explain why error happened</p>	Federal guidance for cost transfers and consistent treatment

For assistance with specific situations, contact your SPS postaward grants and contract analyst:  
<https://research.arizona.edu/research-services/sponsored-projects-services-and-office-research-contracts-directory> or (520) 626-6000, sponsor@arizona.edu.