**Policy for Cost Transfers (Accounting Adjustments) Affecting Sponsored Agreements**

**Purpose**

To facilitate the administration of cost transfers associated with sponsored agreements.

**Policy and Procedures**

Cost transfers are adjustments made after charges to College or sponsored projects were originally recorded.

The College and the Principal Investigator (PI) share responsibility for the fiscal and administrative management of sponsored agreements, including ensuring that funds are used for approved purposes.

The PI is responsible for:

* Initiating and approving charges to sponsored projects.
* Regularly monitoring grant accounting records and financial reports and reviewing financial reports on a timely basis to establish the allowability of all entries and to minimize the need for cost transfers.
* Initiating any necessary corrections or cost transfers, consistent with this policy. Cost transfer documentation should be submitted on the Barnard College Correction/Transfer Request Forms. Additionally:
  + Cost transfer requests to address corrections of clerical or bookkeeping errors should be requested within ninety (90) days following the end of the month in which the original charge was posted. Cost transfer requests that propose to move costs from one project to another solely to address cost overruns cannot be approved.
  + Cost transfer request forms (called [accounting adjustments](https://www.myworkday.com/barnard/d/inst/9d3db6ac97461000f4e0231d585c0000/rel-task/2998$40834.htmld)) should be submitted with adequate documentation (such as Workday-generated reports or emails/memos) with respect to the amount and justification, and the PI signature is also required.
  + Requests for correction of payroll errors must be made within 90 days following the end of the month in which the original charge was posted. All salary charges to federal sponsored agreements must be distributed only to the sponsored agreements that benefited from the associated services. Payroll correction requests submitted after effort reports have been certified are not allowed.
  + The [Controller](mailto:jcolford@barnard.edu) and [Assistant Controller](mailto:sshen@barnard.edu) must approve any cost transfer requests submitted more than 90 days following the end of the month in which the original charge was posted.

The Controller's Office is the administrative department responsible for reviewing all cost transfer requests. If approved, the Controller’s Office also processes the transfers, maintains documentation for all cost transfers, and makes it available for audit or other review.

All expenditures to a sponsored agreement are subject to review by audit agencies. Barnard College may hold Principal Investigators personally responsible for inappropriate or unauthorized expenditures.