Request for Foundation/Grant Account Cost Transfer Instructions

Purpose: This form is used to move expenses from an OGA account to a Foundation account or vice versa.

General:
Accounts should be monitored regularly to ensure that transactions are posting correctly. If an expense must be transferred to another account, the Request for Foundation/Grant Account Cost Transfer form should be used to document and justify the transfer. Continually adjusting expenses between OGA and Foundation accounts should not be common practice. Every effort should be taken to ensure that all expenses are posting to the appropriate accounts originally.

Line Specific Instructions:

Preparer's Information
Name: Name of the form preparer.
Dept: Home department of the form preparer.
E-Mail: Form preparer’s email address.
Mail Code: Form preparer's OHSU mail code.
- Date: The date the OHSU Adjustment Form is being prepared.
Phone: Form preparer's telephone number.
Fax: Form preparer's fax number.

PRP or Authorized Signer Approval
Signature of fiscal authority of Foundation account.

Reason for Transfer Request:
Justification page (tab 2) must be completed for transfers to or from an OGA Account. General explanation can be entered in this area. Additional directions are provided below.

An ORACLE report of the transaction(s) to be adjusted MUST be attached.

OGA Project Information:
Description: Description to be entered into Oracle
Proj End Date: The end date of the OGA project.
Project: The OGA Project Number.
Task: The task number will always be “1.”
Award: The OGA Award Number.
Expenditure Type: The OGA Expenditure Type.
Debit: The dollar amount to be debited to the listed account.
Credit: The dollar amount to be credited to the listed account.

NOTE: Because the debit requested to one account will always be equal to the credit requested for another listed account, the totals listed on any completed adjustment will always balance out to zero.

FOUNDATION Account Information
Include the full FOMOPPL accounting string:
Alias
Fund
Org
Mission
Object code
Program
Provider
Location

Justification Page (Tab 2):
The series of questions is designed to justify and document the adjustment requested.

SPECIFIC explanation & justification: Reason the adjustment or cost transfer is being requested. Describe the specific circumstances that created the need for an adjustment. This explanation should not merely state that ‘error needs to be corrected.’

Questions 2 through 5 MUST be answered for all adjustments, affecting (either debiting or crediting) federal projects.

OHSU's procedure regarding adjustments is guided by federal regulations and the NIH Grants Policy Statement. The NIH Policy Statement states: “Cost transfers to NIH grants by grantees, 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 how the error occurred and a certification of the correctness of the new charge by a responsible organizational official of the grantee, consortium participant, or contractor. An explanation merely stating that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient. Transfers of costs from one project to another or from one competitive segment to the next solely to cover cost overruns are not allowable.” (Emphasis added).

The NIH Grants Policy also states: “Grantees must maintain documentation of cost transfers, pursuant to 45 CFR 74.53 or 92.42, and must make it available for audit or other review (see “Administrative Requirements—Monitoring—Record Retention and Access”). The grantee should have systems in place to detect such errors within a reasonable time frame; untimely discovery of errors could be an indication of poor internal controls. Frequent errors in recording costs may indicate the need for accounting system improvements, enhanced internal controls, or both. If such errors occur, grantees are encouraged to evaluate the need for improvements and to make whatever improvements are deemed necessary to prevent reoccurrence. NIH also may
require a grantee to take corrective action by imposing additional terms and conditions on an award(s)."

History: Why the expense was charged to the account from which it is now being transferred? Provide how/why the charge was applied to the original account and why/what is the need to now transfer it to another account. Justification is REQUIRED.

Purpose: Describe the specific role of the expenditure, as it relates to the scope of work, on the project(s) now being charged. The explanation of the expense’s specific benefit to the project’s scope of work. State the specific positive benefit received by the project to which the charges are being transferred. Describe the items or services being charged and explain their value to the project that will be paying for them. This must say more than “relates to project.” or “was included in grant application”.

Timeliness: Is the transfer greater than 90 days from the original transaction date? If so, explain the reason for the delay in initiating the adjustment. Sponsors expect that expenses charged to projects are reviewed on a regular (monthly) basis, thus any transfer requested after 90 days is considered exceptionally late. Explain the tardiness in initiating this particular adjustment or cost transfer.

Corrective Action: If greater than 90 days, what action has been taken to prevent this from reoccurring? Explain improvements to processes or organization that will help eliminate the need for additional adjustments. Remember that filing an adjustment is considered the correction of an error and not merely a standard operating procedure. Therefore, an explanation of corrective action taken to eliminate future untimely cost transfers must be provided.

Required Signatures:
Signature of Unit Administrator: Always Required. Signer must have high-level oversight and fiscal authority on the account being debited. If another department's account is also being affected, you should notify the other department of the change.

Signature of the Principal Investigator (PI): Required on all adjustments affecting a Federal award. The PI has the ultimate responsibility for ensuring expenses posted to an award are accurate. Therefore, the PI must certify all transactions affecting a Federal award, whether debit or credit.

Signature of the Department or Institute Head: Required on all adjustments affecting a Federal award over 90 days from the original transaction date. If the PI is also the Department or Institute Head, the Dean must sign.

Signature of Director, Sponsored Projects Administration: Always Required. Ensures that all Federal, sponsor, and institutional policies and procedures have been met.