

## UNIVERSITY OF NEW HAMPSHIRE

### PROCEDURES FOR COST TRANSFERS FOR SPONSORED PROGRAMS

EXPLANATORY NOTE: For purposes of these procedures and to avoid any confusion with other “transfer” transactions, please note the following:

1. Payroll-related expense transfers are called “redistributions.”
2. Non-payroll-related expense transfers are called “expense changes.”

#### REQUESTS FOR PAYROLL CHARGE REDISTRIBUTIONS

1. Such requests are often initiated by the Project Director (PD) but may be initiated by another UNH employee provided the request is approved by the PD in writing or electronic form.
2. Once approved by the PD, a request for redistribution of payroll charges must be submitted to the appropriate BSC representative for processing. The BSC representative will:
  - a. Gather all pertinent supporting documentation.
    - b1. For redistributions initiated at 90 days or more after the original transaction posting date, submit supporting documentation (via email, fax, or hard copy), along with responses to questions in b2, below, to the Office of Sponsored Research (OSR) for approval, [or the New Hampshire Agricultural Experiment Station (AES) or the New Hampshire Cooperative Extension (CE) for USDA land grant appropriations] prior to entering any data into the USNH financial accounting system. Please note that due to the lack of an automated routing/approval process for payroll redistribution, it is important that the above documentation be submitted for approval prior to entry of the redistribution in the accounting system.

or
    - b2. For redistributions initiated less than 90 days after the original transaction posting date, make sure the file is documented with answers to the following questions prior to entering any data into the USNH financial accounting system:
      - 1) Why is the original charge now deemed to be incorrect and/or inappropriate?
      - 2) What actions, if any, have been taken to prevent the requirement for such transfers in the future?
      - 3) What makes the expense an appropriate charge to the fund to which the expense is being transferred?
  - c. Upon receiving OSR, AES, or CE approval, make the required redistribution entries in the USNH financial accounting system
  - d. Retain all original documentation in support of the redistribution transaction.

3. OSR, AES, or CE will retain a copy of all approved redistribution requests and associated documentation for audit purposes.
4. If the proposed redistribution affects a closed Effort Certification period, the PD or designee must provide compelling justification and documentation which explains how/why the original Personnel Activity Report (PAR) was certified even though it did not accurately reflect the effort expended. See "UNH Effort Reporting Policy for Sponsored Programs."

#### REQUESTS FOR NON-PAYROLL EXPENSE CHANGES

1. Such requests are often initiated by the PD but may be initiated by another UNH employee provided the request is approved by the PD in writing or electronic form.
2. Once approved by the PD, a request for change to a non-payroll charge must be submitted to the appropriate BSC representative for processing. The BSC representative will:
  - a. Gather all pertinent supporting documentation.
  - b. Make the required entries in the USNH financial accounting system, using an appropriate coding convention.
  - c. For non-payroll expense changes involving the following types of expenses or situations, submit supporting documentation (via text fields in accounting system, e-mail, fax, or hard copy) to OSR, AES or CE for approval consideration, along with responses to the questions bulleted below:
    - 1) Foreign travel (except Canada, Mexico, and US possessions)
    - 2) Domestic travel (only for certain USDA land grant appropriations)
    - 3) Equipment (see USNH policy on equipment for current equipment capitalization threshold)
    - 4) Fabricated equipment
    - 5) Non-payroll expense changes initiated 90 days or more after the original transaction posting date.
    - 6) An expense change charging a sponsored program fund and removing a bottom line deficit from another sponsored program fund.
      - Why is the original charge now deemed to be incorrect and/or inappropriate?
      - What actions, if any, have been taken to prevent the requirement for such transfers in the future?
      - What makes the expense an appropriate charge to the fund to which the expense is being transferred?
  - d. For non-payroll expense change requests other than those requiring OSR, AES, or CE approval in b.2.c. above, submit supporting documentation (via text fields in accounting system, e-mail,

fax, or hard copy) to the USNH Controller's Office, along with responses to the questions in B.2.c. above.

- e. Retain all original documentation in support of approved expense changes.
3. OSR, AES, CE, or the USNH Controller's Office will review the documentation and rationale provided, approve/disapprove the transaction in the USNH financial accounting system, and retain a copy of all approved expense change requests and associated documentation for audit purposes for the time period required by the sponsored program award.