

PLEASE NOTE

THIS INBOX IS MONITORED DURING NORMAL BUSINESS HOURS (GENERALLY MONDAY-FRIDAY FROM 9 AM – 4:30 PM). UNDER 90 DAY CT REQUESTS RECEIVED AFTER THIS TIME ON DAY 90 WILL NOT BE REVIEWED AS UNDER 90 DAY COST TRANSFERS AND MUST BE RESUBMITTED AS OVER 90 DAY COST TRANSFERS. OSP CANNOT GUARANTEE THAT REQUESTS WILL BE APPROVED IN LESS THAN TWO BUSINESS DAYS. PLEASE PLAN YOUR REQUESTS ACCORDINGLY TO ADHERE TO POLICY AND UNIVERSITY DEADLINES.

NEW Language included in:

- Cost Transfer Procedures (appears twice)
- Cost Transfer Form Instructions webpage (<https://osp.finance.harvard.edu/cost-transfer-form>)
- Cost Transfer inbox (osp_cost_transfer@Harvard.edu) auto-reply