

# Cost Transfer Policy Update



**RAS Friday**  
**September 19, 2014**

# Cost Transfer Policy Changes



- Revision Process (current policy dated Nov 2013)
- First brainstorm session was in October 2012
- Review of other school's policies began in the Spring 2013
- Formally move to OPC agenda in FY 14
- Subcommittee started in the Fall 2014
- Draft of policy sent to schools for review March 2014
- SALC review – June 2014
- Anticipated effective date October 1, 2014

# Cost Transfer Policy Changes

## Committee Membership



### **CT Subcommittee**

- Rachel Cahoon
- Rita Bergemann
- Kristie Froman
- Charlotte Mallio
- Nuala McGowan
- Min Xiao

### **OPC Committee**

- Sarah T Axelrod
- Rita Bergemann
- Carleen Brunelli
- Rachel Cahoon
- Kristie Froman
- Martha Goldberg
- Amy Gustavsson
- Nuala McGowan
- Denise Moody
- Karen O'Rourke
- Helen Page
- Jessica Perreault
- Jessica Schmidt
- Nadège Volcy
- Min Xiao

# Cost Transfer Policy Changes

## Major Changes



1. Journal that debit federal awards are not all classified as CT journal – some are JVs and some are CTs
2. Naming – journals that do not require approval are no longer called or named CT journals
3. Cost transfers cannot be made once a financial report is filed or a final invoice is sent

# Cost Transfer Policy Changes

## Major Changes (continued)



4. Approval no longer needed for:
  - Staff salary adjustments made before effort is certified and before the certification due date
  - Faculty salary adjustments made within 90 days
  - Transfers within an account set up with task logic
  - Transfers with an account group for awards set up with year logic
5. Documentation requirements changed

# Cost Transfer Policy Changes

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## Benefits of the CT Policy Update:

- Streamline the CT process to reduce administrative burden
- Reduce the # of journals that are classified as CTs
- To improve the ability to identify true CT journals in our system
- To align with the Harvard's new effort reporting system – ecrt
- To allow greater capacity for more meaningful review of risk based transfers

# Cost Transfer Policy Changes - Resources

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**osp.fad.harvard.edu > Policies > Cost Transfer Policy > Resources**

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Cost Sharing Policy  
**Cost Transfer Policy**

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**Cost Transfer Policy**  
Effective Date: October 1, 2014  
Revision Date: September 8, 2014  
PDF Version: [Cost Transfer Policy](#)  
*See Resources section for job aids and frequently asked questions*  
**Policy Statement**  
Harvard University has established the following policy and procedures for the processing of cost transfers to comply with the requirements of Office of Management and Budget (OMB) Circular A-21, OMB 2CFR200, and federal agency policies and procedures.

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# Upcoming Cost Transfer Trainings



- Longwood, Minot Room, Friday, September 19, 2014, 12:30pm-2:30pm
- Cambridge, Lamont Library, Monday, September 29, 2014, 1:00pm-3:00pm
- Cambridge, Lamont Library, Thursday, October 2, 2014, 9:30am-11:30am
- Longwood, SPH FXB, Thursday, October 9th, 9:30am-11:30am