

OSP Newsflash



Date: April 13, 2022
TO: Department Business Offices, OSP News & Updates Subscribers
FROM: Nancy Kendrick, Director
Sponsored Projects Financial Administration (SPFA)
RE: **Cost Transfers: 90-day Calculation**

Sponsored Projects Financial Administration (SPFA) is announcing an important change involving the timing of Cost Transfers and the calculation of the 90 days.

As of 4/18/2022, Cost Transfers must be prepared and submitted within 90 days from *the 5th day of the calendar month after* the date the original transaction appears on the award.

- For example: The original transaction posts to the general ledger on April 4th. The calculation of 90 days starts from May 5th (the 5th day of the calendar month that follows the date of the transaction). The Cost Transfer must be prepared and submitted to SPFA by August 3rd to be within 90 days.
- Note: This change does not have any impact on determining the budget date. This change only impacts the way the 90 days will be calculated.

This Workday business process change will be live starting 4/18/22.

The updated Policy and Procedure can be found at the links below:

- [Policy 1305 Cost Transfers Involving Sponsored Projects](#)
- [Procedure 1305 PR.02 Cost Transfers Involving Sponsored Projects](#)