Due to the Workday implementation and subsequent conversion issues the Office of Sponsored Projects will permit some flexibility in adherence to the Cost Transfer Policy (1305 – Cost Transfers Involving Sponsored Projects). Nevertheless, the financial monitoring of sponsored awards and timely preparation and execution of necessary cost transfers is, and will continue to be, an expectation and requirement of the community.

Specifically, instead of operating under Yale’s policy that the review and execution of necessary cost transfers within 90-days from the end of the calendar month in which the original transaction appeared on the award, we will operate under the NIH cost transfer policy that requires cost transfers be completed within 90 days of discovery. This exception to policy is in effect until March 31, 2018. All cost transfers will continue to fulfill the requirements of allowability and allocability to the project in which they will be charged and must include appropriate supporting documentation that includes a strong justification of how the expense(s) benefited the project. It should be noted that this exception to policy does not vacate the need to receive sponsor (HHS, non-NIH sponsors) prior approval of cost transfers occurring after 90 days if indicated in the terms and conditions of an award. Additionally, the exception to policy does not extend to payroll charges that have already been certified via the effort reporting process.

Emphasis will continue to be placed on the filing of timely final financial reports. As in the past, the refileing of any final financial report is required if expenses, regardless of amount, were included in error.

OSP will continue its active partnership with business offices and the Workday Reporting team to ensure that the necessary Workday financial reports are timely and functioning as intended, business processes are documented, disseminated, and additional training opportunities are provided to the user community who have roles in the financial administration of sponsored awards and execution of cost transfers. This policy deviation will be reviewed in March 2018.

If you have questions about this exception to policy, please contact Lisa Mosley, Executive Director of OSP at 203-785-3680 or lisa.mosley@yale.edu.